



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

RECEIVED

2013 JAN -3 PM 2:02

TOWN OF CHELMSFORD
HONORARY TOWN CLERK
TOWN CLERK

DATE: Monday, January 7, 2013

TIME: 7:00 PM

PLACE: Town Offices ADDRESS: 50 Billerica Road ROOM: 204

AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

Open Session

Committee Vacancies

Scheduled Business

- One Day Beer & Wine License – Friends of Music, Jan 26, CCA
- One Day Beer & Wine License - Jazzy Plus, Feb. 17, CCA
- Class II Auto Dealers License – TMJ Auto Inc., Old Westford Road
- Steve Jahnle – Golden Cove Road Truck Exclusion

Town Manager Reports

- a) Spring Annual Town Meeting Warrant Articles
- b) Town Center Underground Utility Project Phase 2 Consulting Services

Meeting Minutes

- a) Joint Work Session Minutes – November 26, 2012
- b) Regular Meeting Minutes – December 3, 2012
- c) Regular Meeting Minutes – December 17, 2012

Unscheduled Business

- a) Center Village Master Plan Consultant Services Contract Award Funding Request
- b) Resignation of Board of Health Member
- c) Voting member of the MIIA Nominating Committee
- d) Vote on MMA Resolutions

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session:

- a) Consider the Value/Purchase of Real Property
- b) Strategy with Respect to Collective Bargaining

Adjournment

Next Regular Meeting January 28, 2013

Approved 1/28/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2013 JAN 29 PM 4:19

TOWN OF CHELMSFORD
ORIGINAL FILED
TOWN CLERK

**Regular Meeting MINUTES
January 7, 2013**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00PM.

Open Session

Stephani Bush, 12 Dartmouth St., and Karen Uttecht, 3 Taylor Lane, explained that a group of residents have come together to provide assistance to the victims of the Woodcrest Condominiums fire. They have collected lots of clothing, and would like donations of gift cards to be brought to the Center Fire Station. Monetary donations can be brought to the Enterprise Bank. A coordination meeting will be held at the Chelmsford Senior Center on January 8, starting at 7:00PM. Contact information was provided.

Firefighter Michael Brothers, 16 Warren Ave., thanked everyone involved with the Fire Department's Hurricane Sandy collection drive. His letter was read into the record. Their next effort will occur on January 9, when they will visit the kids at the Shriner's Hospital with gifts and pizza. Chairman Kurland thanked them for their relief efforts with the Springfield tornados last year.

Peggy Dunn, 2 Bridge St., wanted to see if anything could be done to stop the neglect of the Fiske House and the Oddfellows Building in the Town Center. Both buildings are important historically, and their continued deterioration makes the Center look bad.

Ralph Barisano, 24 Golden Cove Rd., reiterated that the traffic statistics for Golden Cove Road do not tell the whole story about traffic safety concerns in his neighborhood. He has a petition signed by 52 people who are requesting that the truck exclusion be reinstated. He cited several incidents in December and August that were not in police records. He is willing to help in any way to get the truck exclusion signs reinstated on his street.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

One Day Beer and Wine License - Friends of Music, January 26, 2013, CCA

Laura LaPierre was present for questions on the Cabaret/Auction fundraising event.

Motion: by Selectman Hanson to approve a One Day Beer and Wine License to the Chelmsford Friends of Music for January 26, 2013, for the hours of 5:00PM-9:00PM, to be exercised on the premises at the Chelmsford Center of the Arts with a seating capacity of 99. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

One Day Beer and Wine License - Jazzy Plus, February 16, 2013, CCA

Wendee Glick was present for questions for this event. It was noted that the correct date is February 16, 2013, and the capacity was confirmed at 55.

Motion: by Selectman Hanson to approve a One Day Beer and Wine License to Jazzy Plus Productions for February 16, 2013, at the Chelmsford Center of the Arts Cabaret Room for the hours of 6:00PM-11:00PM, with a seating capacity of 55. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Class II Auto Dealers License-TNJ Auto, Inc., Old Westford Rd.

No one was present on behalf of the applicant. Discussion tabled.

Steve Jahnle-Golden Cove Road Truck Exclusion

The traffic study from December 19, 2012, revealed that 10,894 motorcycle/passenger vehicles and light trucks were on Golden Cove road that day, and 340 vehicles qualified as "other", or heavy trucks. Heavy truck traffic on this day was about 3% of the total, still less than the 5% minimum requirement for an exclusion. A three year accident analysis revealed four auto accidents on Golden Cove Rd., four at the intersection of Golden Cove and Billerica Roads, and 12 accidents at the intersection of Chelmsford St. and Golden Cove Rd. None of the accidents involved heavy trucks. Ancillary information submitted by Mr. Barisano can be attached to the application for the truck exclusion.

Motion: by Selectman Hanson that the Board of Selectmen authorize the Town Engineer to submit the application package requesting a Truck Exclusion for Golden Cove Rd. Seconded by Chairman Kurland.

Board discussion: Selectman Dixon questioned whether prior traffic issues on Subway St. are creating more traffic on Stedman St. and thereby Golden Cove Rd. He suggested a bigger area be looked at for traffic pattern issues. Mr. Jahnle agreed to contact the Northern Middlesex Council of Governments (NMCOG) for additional traffic data. **Motion was rescinded.**

Discussion tabled until further information can be obtained.

Town Manager Reports

Spring Annual Town Meeting Warrant Articles

Mr. Cohen read the current draft list of 31 potential Town Meeting warrant articles. This list is subject to change.

Town Center Underground Utility Project Phase 2 Consulting Services

Mr. Cohen requested authorization to enter into a second contract with the consulting firm used for Phase 1 of the underground utility project in order that Phase 2 could be completed. There is a home Rule Petition on the Spring Town Meeting warrant which would allow surcharges collected by National Grid to be used to complete work that was initially supposed to be paid for by the Verizon surcharge. Phase 2 of the project can only go forward if this Home Rule Petition is approved by Town Meeting and the State Legislature.

Motion: by Selectman Hanson to authorize the Town Manager to execute an agreement with VHB, Inc. of Watertown, MA for preliminary engineering services for Phase 2 of Town Center Underground Utility Project, in an amount not to exceed \$5,000.00. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Other reports:

Mr. Cohen expressed his appreciation and admiration for efforts of all public safety officials that responded to the Woodcrest Condominium fire.

The Town's new website is now operational.

The Planning board will begin its site plan review public hearing for the new Center fire Station Headquarters on January 23, 2013, at 7:00PM.

The new traffic signals at Elliot and Billerica Roads are now operational.

Phil Stanway of the Chelmsford Open Space Stewardship has announced that over 1,000 pounds of produce were harvested for the Food Pantry and other organizations, from the Town's community gardens this past summer.

Meeting Minutes

Joint Work Session Minutes-November 26, 2012

Motion: by Selectman Hanson to approve the Joint Work Session Meeting Minutes of November 26, 2012, as presented. Seconded by Selectman Wojtas. Selectman Dixon abstained, all others in favor. **Motion carries.**

Regular Meeting Minutes-December 3, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of December 3, 2012, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Regular Meeting Minutes-December 17, 2012

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of December 17, 2012, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Unscheduled Business

Center Village Master Plan Consultant Services Contract Award Funding Request

Selectman Lane summarized the Center Village Master Plan Committee's work to date. Evan Belansky was thanked for his assistance. The Board is being asked for authorization to apply for funding from the Community Preservation Committee for a consultant who will coordinate the draft document and public process for the Center Village Master Plan. The new document will build on the document prepared in 1998 for the same area. The new document should be completed by September 2013 and be ready for a Town Meeting presentation in October 2013. The estimated cost for the consultant is \$30,000.00.

Motion: by Selectman Hanson to authorize the Center Village Master Plan Committee to apply to the Community Preservation Committee to fund consultant services in an amount not to exceed \$30,000.00. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Resignation of Board of Health Member

Approved 1/28/2013

The resignation letter from Dr. Wu was read into the record. There will be a joint meeting with the Board of Health at a future date to appoint a replacement until the April Town Election.

Voting Member of the MIIA Nominating Committee

Selectman Wojtas was named as the voting member for the Board at this annual meeting.

Vote on MMA Resolutions

Motion: by Selectman Hanson that the Board of Selectmen support the MMA Resolution addressing the Transportation Finance Crisis, as presented. Seconded by Selectman Wojtas.
Motion carries, unanimous.

Motion: by Selectman Hanson that the Board of Selectmen support the MMA Resolution calling for a full Local-Federal Partnership to protect the United States economy, preserve essential services for citizens, and ensure the fiscal health of the cities and towns of the Commonwealth. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson that the Board of Selectmen support the MMA Resolution on the urgent need to ensure sustainability for Other Post-Employment Benefit (OPEB) costs, as amended. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson that the Board of Selectmen support the MMA Resolution supporting a Local-State-Federal Partnership to protect the environment. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Lane:

-Selectman Lane offered thoughts and prayers for the Woodcrest Condominium fire victims, and accolades to the officials and volunteers who responded and are trying to help. Mr. Cohen was thanked for his efforts in bringing the South Fire Station back online.

Selectman Wojtas:

- Echoed Selectman Lane's comments regarding Woodcrest Condominiums.
- The Library will continue with late openings all this week. The Library will open at 2:30PM. The McKay Library branch will be open every day from 9:30AM-2:00PM.
- This year's "One Book" selection is titled "Townie" by Andre Dubus III, and will be available at the Winterfest Community Social on February 1.
- Ethan Russell-Benoit was congratulated on achieving Eagle Scout status.
- Sgt. Andrew Trask was welcomed home from his military deployment.

Selectman Dixon:

- Condolences were given to the Woodcrest Condominium victims. Mutual Aid responders and others were thanked.
- The first fundraising event for the Synthetic Turf Fields will be held on January 27, 2013, at Princeton Station from 2:00-6:00PM. Tickets are available for \$20.00.

Selectman Hanson:

- All personnel responding to the Woodcrest Condominium fire were commended. Help for the victims is appreciated.
- Andrew Baker was congratulated for achieving Eagle Scout status.
- Office hours will be held from 5:00-6:00PM on Thursday at the Java Room.

Approved 1/28/2013

Chairman Kurland:

-Firefighters were thanked for their valor in the Woodcrest Condominium fire. Mr. Cohen and the State Fire Marshall complimented firefighters helping to retrieve essential personal belongings when they could.

-Interested residents were encouraged to pick up nomination papers for openings in the April Town election.

Press Questions

No one came forward at this time.

Executive Session

Motion: by Selectman Hanson to adjourn to Executive Session at 9:00PM, not to return to Regular Session, for the purpose of Considering the Value/Purchase of Real Property and to discuss Strategy with Respect to Collective Bargaining. Seconded by Selectman Wojtas.

Roll Call Vote:

Selectman Lane: Aye

Selectman Wojtas: Aye

Selectman Dixon: Aye

Selectman Hanson: Aye

Chairman Kurland: Aye

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- List of Committee Vacancies
- Supporting documents for Chelmsford Friends of Music
- Supporting documents for Jazzy Plus Productions
- Supporting documents for TNJ Autos
- Supporting documents for Golden Cove Rd. Truck Exclusion
- Draft list of Spring Town Meeting Warrant Articles
- Letter of December 19, 2012 from Bruce Clark with Citizen Petition
- Supporting documents for Underground Utility Project
- Draft Minutes for November 26, December 3, and December 17, 2012 meetings
- 1998 Center Village Master Plan document
- Letter of Resignation dated December 28, 2012
- Summaries of MMA Resolutions
- Memo of December 20, 2012 from MIIA Nominating Committee



**BOARD OF SELECTMEN,
FINANCE COMMITTEE,
& SCHOOL COMMITTEE**

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

DATE: Thursday, January 10, 2013 TIME: 7:00 PM

PLACE: School Adm. Offices ADDRESS: 230 North Road ROOM: 1

AGENDA

- Consideration of Fiscal Year 2014 Operating and Capital Budgets;

Filed with Town Clerk:

RECEIVED

JAN 4, 2013

1:25 PM

TOWN OF CHELMSFORD

ONORINA Z. MALONEY

TOWN CLERK

Approved 1/28/2013

Town of Chelmsford
Board of Selectmen Minutes
School Administration Building
230 North Road
Chelmsford, MA 01824

RECEIVED
2013 JAN 29 PM 4:18
TOWN OF CHELMSFORD
HONORARY CLERK
TOWN CLERK

**Tri-Board Meeting Minutes
January 10, 2013**

Attending

Jon Kurland, Chairman
Patricia Wojtas, Clerk
George Dixon, Jr., Selectman
James Lane, Selectman

Paul Cohen, Town Manager
John Sousa, Town Treasurer
Darlene Lussier, Town Accountant

Absent

Matthew Hanson, Vice Chairman

School Committee Members Present: Michael Rigney, Evelyn Thoren, Nicholas DeSilvio, Allen Thomas

Finance Committee Members Present: Patrice Garvin, Mary Frantz, Sheila Pichette, Patrick Kimera, Stratos Dukakis

School Department Members Present: Dr. Frank Tiano, Superintendent; Kathleen McWilliams, Business Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

The meeting was called to order by Chairman Kurland at 7:00PM.

Mr. Cohen offered some introductory remarks and noted the high degree of uncertainty at this time regarding the State budget, particularly related to the amount of local aid that can be expected for Fiscal Year 2014.

Ms. Lussier presented an overview of year-to-date receipts and expenditures for the current fiscal year. She noted that there are no anomalies in either area, and that they are trending as expected.

Mr. Cohen gave a general overview of the budget for Fiscal Year 2014, noting those specific areas where increases can be expected, as well as the overall philosophy for allocating available financial resources. He showed five-year historical changes in receipts from all sources, as a measure for predicting future receipts.

Mr. Sousa presented the proposed Capital Plan for Fiscal Year 2014, and reviewed currently outstanding debt service amounts, for both excluded and non-excluded debt. He noted that the Capital Plan as a percentage of the Operating Budget has steadily decreased in recent years.

After answering questions from board and committee members requesting clarification on several budget and capital items, Mr. Cohen closed the meeting by noting that the Governor is scheduled

Approved 1/28/2013

to release his proposed budget on January 23, at which time municipalities will have a better idea as to the amount of local aid to expect for FY 2014. He expects to present a detailed budget to the Board of Selectmen on January 28, and to the Finance Committee on January 31.

Motion: by Selectman Lane to adjourn this meeting at 8:20PM. Seconded by Selectman Dixon. **Motion carries, unanimous.**

Respectfully Submitted,
Patricia Wojtas, Selectman Clerk

List of Reference Documents:

- FY2013 Status Report
- FY2013 YTD Receipts
- FY2014 Budget Projection presentation
- FY2014 Proposed Capital Plan



BOARD OF SELECTMEN

Notice of Public Meeting

As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

RECEIVED

JAN 11, 2013

2:40 PM

TOWN OF CHELMSFORD

ONORINA Z. MALONEY

TOWN CLERK

DATE: Monday, January 28, 2013 TIME: 7:00 PM

PLACE: Town Offices ADDRESS: 50 Billerica Road ROOM: 204

AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

- Joint meeting with the Board of Health to fill vacancy on the Board of Health

Public Service Announcements

- WinterFest - Girl Scout Troop 215 Malt Shoppe
- George Simonian – CHS Alumni Association Hall of Fame Announcement

Open Session

Committee Vacancies

Scheduled Business

- Susan Gates, One Day Beer & Wine License, WinterFest Kickoff Event, Feb 1, CCA
- St. Vartanantz, One Day Beer & Wine License, Feb 9
- Transfer of Underground Storage License from Cumberland Farms to Gulf Services, Inc.
- Auto Dealers License, TMJ Auto, Inc., 225 Old Westford Rd
- Gary Persichetti – Country Club Clubhouse
- Susan Carter - Oak Hill Study Committee

- 7:30 p.m. • Public Hearing – Bosco Automotive Services, Suspension or Revocation of Class II Auto Dealers License
- 8:00 p.m. • Pole Petition: Proctor Road

Town Manager Reports

- a) Hiway Farm Market
- b) Spring Annual Town Meeting Warrant Articles
- c) Town Manager's proposed FY14 operating and capital budget

Town Manager Appointments

- a) Deputy Constable
- b) Historic District Committee

Meeting Minutes

- a) Regular Meeting Minutes, January 7, 2013
- b) Executive Session Minutes, January 7, 2013
- c) Regular Meeting Minutes, January 10, 2013

Unscheduled Business

- a) Order of Taking for Drainage Easement at 0 Old Westford Road/Avila Property
- b) Installation of a STOP sign on Fay Street at the intersection of Parker Road

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting February 11, 2013

Approved 2/25/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2013 MAR -5 AM 8:23

TOWN OF CHELMSFORD
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TOWN CLERK

**Regular Meeting MINUTES
January 28, 2013**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Selectman Lane read a prepared statement, and a Moment of Silence was held for Peter Robson who recently passed away.

Joint Meeting with Board of Health

Board of Health members present were Atty. Annmarie Roark and Peter Dulchinos.

The meeting was called to appoint a new member to fill a vacancy on the Board of Health.

Motion: by Mr. Dulchinos to nominate Dr. Eric Kaplan to the Board of Health. Seconded by Selectman Lane. Dr. Kaplan had requested in writing for consideration to this post. **Motion carries, unanimous.**

There were no further nominations.

Motion: by Selectman Hanson to close nominations for the position on the Board of Health. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to appoint Dr. Eric Kaplan to the Board of Health. Seconded by Selectman Wojtas. **Roll Call Vote:**

Atty. Roark: Aye

Mr. Dulchinos: Aye

Selectman Lane: Aye

Selectman Wojtas: Aye

Chairman Kurland: Aye

Selectman Hanson: Aye

Selectman Dixon: Aye

Motion carries, unanimous.

Public Service Announcements

Winterfest-Girl Scout Troop 215 Malt Shoppe

Approved 2/25/2013

Erin Sousa of Troop 215 provided the menu for this event, which is open to the public.

George Simonian-CHS Alumni Hall of Fame Announcement

George Simonian, 6 Overlook Dr., announced this year's inductees, and invited the Board and the public to the event being held on March 23, 2013 at the Radisson in Nashua, NH.

Mr. Simonian thanked the Board for the installation of the new street signs he has been seeing.

Open Session

Joanne Stanway, 6 Lantern Lane, announced an Open Mic event being held at the Agway Winter Farmers Market on February 2, 2013. There will also be a fundraising event held on February 23, 2013 at the Chelmsford Community Center in North Chelmsford, to support the Chelmsford Open Space Stewardship. Ticket information was provided.

John Edward, Proctor Rd., requested clarification of a Boston Globe article regarding property taxes in Chelmsford that conflicted with other information he had read online. Chairman Kurland advised that the information cited by the Globe was correct.

Ralph Barisano, Golden Cove Rd., requested confirmation that a traffic plan was being discussed for the Golden Cove/Chelmsford Street area. Selectman Hanson advised that a plan was being coordinated with NMCOG. Selectman Hanson offered to be the contact person for the Golden Cove Safety group regarding this study.

Frances McDougall, Dawn Drive, stated the traffic count done for the Fire Station proposal showed the same traffic numbers for Billerica Rd. as for Golden Cove Rd.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/Boards-Committees.cfm> or through the Town Manager's office.

Scheduled Business

Susan Gates, One Day Beer and Wine License, Winterfest Kickoff Event, February 1, CCA

Ms. Gates summarized some of the Winterfest & One Book activities, and explained the kickoff event would occur on two floors of the building.

Motion: by Selectman Hanson to approve a One Day Beer and Wine License to the Chelmsford Center for the Arts for February 1, 2013 for the hours of 7:00PM-10:00PM, with a capacity of 200, to be exercised on the premises at 1A North Rd. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Ms. Gates listed other future events being held at the CCA.

Sts. Vartanantz, One Day Beer and Wine License-February 9

Ara Navorkian explained this is a request for an annual event. Capacity of 137 people is adequate.

Motion: by Selectman Hanson to approve a One Day Beer and Wine License to the Sts. Vartanantz Armenian Church for February 9, 2013 for the hours of 5:00PM-11:00PM, seating capacity 137, to be exercised on the premises at 180 Old Westford Rd. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Transfer of Underground Storage License from Cumberland Farms to Gulf Services, Inc.

Antoine Mitri was present for questions. He is the new owner of this gas station. Annual testing will be done.

Motion: by Selectman Hanson to approve the transfer of the Underground Storage License from Cumberland Farms, Inc. to Gulf Services, Inc. to be exercised on the premises at 293 Chelmsford St. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Auto Dealers License, TNJ Auto, Inc., 225 Old Westford Rd.

Antoine Mitri explained he would be doing internet auction sales of used cars from his home. No vehicles would be at this location, and any needed vehicle repairs would be done at the service station he owns at a different location.

Motion: by Selectman Hanson to approve a Class II Auto Dealers License to TNJ, d/b/a Gas Express, at 225 Old Westford Rd. No vehicles will be sold or stored on site. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Gary Persichetti-Country Club Clubhouse

Mr. Persichetti explained the demolition and close-up work has been completed at the site. Options for the future include building a new deck and installing vinyl siding at a cost between \$86,000-\$110,000, to include moving the bar area. A second option is to build a new 36'x36' room with a deck for \$300,000. A third option is to demolish the rest of the building and rebuild a 30'x90' facility for \$500,000. Selectman Lane suggested this project be transferred to the Permanent Building Committee for review. A temporary building may be needed to keep the course functional for the next season. Club Manager Kevin Osgood advised the bar function is necessary for the club to remain viable, or members will go elsewhere. Selectman Dixon noted that a double-wide trailer was used successfully at the Swanson Meadow Golf Club. Mr. Persichetti agreed to obtain quotes for a temporary structure, and will coordinate efforts with the Permanent Building Committee.

Motion: by Selectman Hanson to approve the Town Manager's appointment of Linda Lowell and Gail Kruglak as ad hoc members of the Permanent Building Committee for the Chelmsford Country Club Project. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Susan Carter-Oak Hill Study Committee

Ms. Carter reviewed information pertaining to the purpose and methodology of the Study, and summarized the Committee's final recommendations. A draft report was provided for the Board's review. Chairman Kurland noted that this parcel has been managed by the Board of Selectmen since its acquisition, and Committee members were thanked for their efforts. Selectman Lane suggested that references in the report to the 2010 Master Plan and the Annual CPC Plan be clarified, and he will e-mail the suggested language changes to Ms. Carter. Selectman Lane questioned why the Board of Selectmen was singled out in recommendation #6. Ms. Carter explained the reference was made due to abutter concerns raised about potential eminent domain takings. Jon Fielding came forward to explain that the recommendation was crafted as a compromise based on discussions had at the time. Chairman Kurland suggested the reference be changed to "the Town", as boards change over time. Selectman Wojtas agreed to send her comments electronically to Ms. Carter. Selectman Dixon commended the Committee for doing a great job. Selectman Hanson agreed that obtaining unanimous support from such a diverse group that formed the Committee was commendable. He suggested that Town Counsel be consulted regarding the automatic renewal term for the Conservation Restriction document. Selectman Hanson requested clarification of the hunting clause in the document. Ms. Carter explained hunting is not allowed on Lowell Sportsmen's Club land, and was not recommended for this parcel due to the probability that there will be

Approved 2/25/2013

people walking the land at any given time. References to timber management was clarified to exclude clear cutting and only doing what was required to keep the forest healthy.

Motion: by Selectman Hanson that the Board of Selectmen accept the Report of the Oak Hill Study Committee. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Public Hearing-Bosco Automotive Services, Suspension or Revocation of Class II Auto Dealers License

Mr. Cohen advised that this issue was resolved with the business owner and back taxes have been paid.

Motion: by Selectman Hanson to approve a Class II Auto Dealers License for Boschetto Corp. d/b/a Town Line Auto Sales, with the condition that no more than eight vehicles be on the property for sale at a given time, and contingent upon providing an updated bond. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Pole Petition, Proctor Rd.

Joseph Gleason of Verizon was present for questions. The request is for two "stub poles" to be installed by Armand Drive and Zeus Drive. The request is actually being made by National Grid, however Verizon has pole set responsibility for the Town of Chelmsford. Existing poles at these locations have a lot of equipment on them and need support, according to National Grid. Mr. Gleason requested that the Board table this matter until he could clarify the need with National Grid.

This being a public hearing, audience members were invited to comment on the petition. No comments were received.

Selectman Lane confirmed that both stub poles and anchors are being installed in the right-of-way, and not on private property. Selectman Wojtas asked if this method was being used as an alternative to double-poling. Selectman Wojtas also noticed tree limb clearing being done in this area. Mr. Gleason believed it was National Grid doing this work, possibly to address service issues.

Motion: by Selectman Hanson to continue the Public Hearing for the Pole Petition for Proctor Rd. to February 11, 2013 at 7:30PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Reports

Hi-way Farm Market

Issues with the Alcohol Package Store License have been resolved with the ABCC. Rick Stanichuk spoke on behalf of April Stanichuk to explain the business was closed until license and DOR issues could be resolved. A new lease was requested at the current location, however, a new group has come in and made an offer to purchase the property. The Stanichuks are now looking to purchase property on at the corner of Hunt Rd. and Rt. 110, and are working through the probate process on their offer.

Motion: by Selectman Hanson that no action will be taken on the Alcohol Package Store License for Hi-way Farm Market prior to March 25, 2013, and that the applicant will provide weekly updates to the Town Manager regarding proceedings for a new location. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Spring Annual Town Meeting Warrant Articles

A second draft of the Warrant Articles list was summarized. Several CPC articles, a request for the Chelmsford Country Club clubhouse, two articles relating to Medical Marijuana, and a Home Rule

Petition regarding Phase 2 of the underground utility project have been added to the list. Selectman Lane questioned if Article 34 should be a charter change. Mr. Cohen explained a Citizen's Petition must be submitted as presented.

Town Manager's proposed FY14 operating and capital budget

Mr. Cohen explained that ongoing fiscal uncertainty at the state and federal levels may not be resolved until March.

A level service funded budget for FY14 was presented, with no increase in general government staffing and a 3% increase in school funding. Expense increases are expected in retirement assessments, health insurance costs, energy costs, and the Nashoba Technical School's assessment. Projected data for these increases, and to solid waste and recycling, veterans benefits and Collective Bargaining Agreements was provided.

Data was provided regarding the Motor Vehicle Excise commitment and other projected revenue figures, and were compared to the data from the last five years.

The Capital Budget Plan will be increased from \$2.5 million that has been allotted for this budget item since 2002, to \$3 million, to account for increased needs and inflation. Amounts requested by category of Technology, GIS permit software, a fire engine, Public Works infrastructure, a cemetery tractor, Municipal Facilities, School Facilities and School Technology were provided.

More information will be provided at future meetings.

National Grid

Chairman Kurland asked if there had been any response to the letter sent to National Grid requesting a meeting about unexplained periodic power outages at various locations. Mr. Cohen explained no response has been received to date, and he agreed to follow up on this issue.

Town Manager Appointments

Deputy Constables

Motion: by Selectman Hanson to approve the Town Manager's appointment of Deputy Constables as presented, for the year 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Historic District Committee

Motion: by Selectman Hanson to approve the Town Manager's appointment of Anne-Lise Sexton to the Historic District Commission for a term ending June 30, 2015. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-January 7, 2013

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of January 7, 2013 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Executive Session Meeting Minutes-January 7, 2013

Approved 2/25/2013

Motion: by Selectman Hanson to approve but not release the Executive Session Meeting Minutes of January 7, 2013 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Regular Meeting Minutes-January 10, 2013

Motion: by Selectman Hanson to approve the Tri-board Meeting Minutes of January 10, 2013 as presented. Seconded by Selectman Wojtas. Selectman Hanson abstained, all others in favor. **Motion carries.**

Unscheduled Business

Order of Taking for Drainage Easement at Old Westford Rd./Avila Property

Motion: by Selectman Hanson that the Board of Selectmen approve the Order of Taking for a Drainage Easement at Old Westford Road as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Installation of a STOP sign on Fay St. at the Intersection of Parker Rd.

A resident on Parker Rd. sent a written request for a Stop sign at the intersection by 138 Parker Rd. and Fay Street. The Town will continue to look at long term solutions for this intersection, and the entire length of road.

Motion: by Selectman Hanson that the Board of Selectmen approve installation of a Stop sign on Fay Street at the intersection of Parker Rd. as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Lane:

No referrals this evening.

Selectman Wojtas:

- Mr. Cohen was asked if the Town will apply for this year's Solarize Mass. program. He noted that we will pursue the grant. Last year Chelmsford applied with the Town of Tyngsboro but did not win funding. This year, Chelmsford will apply alone. Eight communities will receive awards.
- The Library is hosting a presentation on "Facebook" on February 8, 2013 at 10:00AM.
- Residents were reminded of Winterfest activities occurring this weekend.

Selectman Dixon:

- Organizers and attendees of the Synthetic Turf Field Committee's first fundraising event were thanked for their participation. Two comedy shows are also being planned.

Selectman Hanson:

- The proposed synthetic fields will help students and the Town overall.
- The Oak Hill Study Committee was thanked for their work.
- The Energy Conservation Commission is looking for two members. The Commission is thinking about changing its mission to focus more on outreach and to help residents.
- The CIVIC Committee needs two more members. Their next meeting will be held on January 29, 2013.
- A fundraising event is being held on February 15, 2013 for the Woodcrest Fire Relief effort at the Elks.
- Office hours will be held on Thursday at the Java Room from 5:00-6:00 PM.

Approved 2/25/2013

Chairman Kurland:

- Office hours will be held on Saturday, February 2, starting at 9:00AM, at the Java Room.
- A prepared statement was read into the record where Chairman Kurland publicly announced that he will not be seeking re-election to the Board, but will continue as Town Meeting Representative.

Press Questions

No one came forward at this time.

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 9:34PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Letter of January 7, 2013 from Dr. Eric Kaplan
- Winterfest Activity Schedule
- List of inductees for the Chelmsford High School Alumni Hall of Fame
- List of Committee Vacancies
- Supporting Documents for Chelmsford Center of the Arts Beer and Wine License
- Supporting documents for St. Vartanantz Church Beer and Wine License
- Supporting documents for Gulf Services, Inc.
- Supporting documents for TNG Auto
- Supporting reports for the Chelmsford Country Club Clubhouse
- Supporting documents for Oak Hill Study Committee
- Supporting documents regarding Bosco Automotive
- Supporting documents for Verizon Pole Petition for Proctor Rd.
- Supporting documents for Hi-way Farm Market
- Second Draft List of Spring Town Meeting Warrant Articles
- Supporting documents for FY 2014 Operating Budget
- Supporting documents for FY 2014 Capital Plan
- Memo of January 1, 2013 from William Spence regarding Deputy Constables
- Committee application for Historic District Commission
- Draft Meeting Minutes
- Order of Taking for Old Westford Rd.
- Letter and supporting documents of January 7, 2013 regarding Fay St.



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

DATE: Monday, February 11, 2013 TIME: 7:00 PM
PLACE: Town Offices ADDRESS: 50 Billerica Road ROOM: 204

AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Evelyn Thoren – Arts & Technology Education Fund, grant season opens

Open Session

Committee Vacancies

Scheduled Business

- Patrick Maloney, Bid Award – DPW Salt Shed
- One Day Beer & Wine License, Joanne Stanway, Feb 23, CCC
- Common Victualer License, Alpha Wings, Parkhurst Rd
- Town Clerk Onorina Maloney- Rescheduling the Annual Town Election and Spring Annual Town Meeting
- Marc Grant: Solarize Massachusetts Application

7:30 p.m. • Continuation of Public Hearing – Joint Pole Petition, Proctor Rd

7:40 p.m. • Public Hearing – National Grid Pole Petition, Acton Road

7:50 p.m. • Public Hearing – National Grid Pole Petition, Chelmsford Street

Town Manager Reports

- a) Draft Town Meeting Warrant
- b) Vinal Square Planning Study
- c) MassDOT Proposals for Traffic Signals at Interstate 495 Interchanges on Route 110 and Route 4

Appointments

- a) Board of Selectman Appointment - CIVIC Committee
- b) Town Manager Appointment - Council on Aging
- c) Town Manager Appointment - Recycling Committee

Unscheduled Business

- a) Ward Way – Sign Order of Taking
- b) Release of Deed Restriction for 60 Carlisle Street
- c) Meeting Schedule for March and April

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting February 25 , 2013

Filed with Town Clerk:

RECEIVED
FEB 7, 2013
3:15 PM

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Approved 3/18/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
February 11, 2013**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Public Service Announcements

Evelyn Thoren-Arts and Technology Education Fund, grant season opens

Mrs. Thoren invited teachers and members of the Chelmsford School Council to apply for grants. The deadline is March 31, 2013. Grants will be awarded in June.

Open Session

Mary Frantz, Town Meeting Representative and Finance Committee member, asked the Board not to change the date of the Town election, as it will negatively affect Town Meeting's regular schedule, including those who would be able to attend.

Thomas Christiano, Drew Circle, invited the Board and Town residents to attend a "Support Our Town" coffee event being held on February 14, 2013, at Weston Nurseries.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/> or through the Town Manager's office.

Scheduled Business

Patrick Maloney-Bid Award, Salt Shed

Eight bidders responded. The proposal is for an 80'x120' building, similar to the salt structure in North Chelmsford, which should take 4-5 months to construct. The building is expected to last at least 50 years.

Motion: by Selectman Hanson that the Board of Selectmen approve a bid award to Park Lane Construction and Development Corp. for the construction of a DPW Salt Shed in an amount not to exceed \$336,860.00. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

One Day Beer and Wine License-Joanne Stanway, February 23, 2013, CCC

Joanne Stanway was present for questions on the application.

Motion: by Selectman Hanson to approve a One Day Beer and Wine License to the Chelmsford Open Space Stewardship for February 23, 2013, at the Chelmsford Community Center at North Town Hall, for the hours of 6:00PM-10:00PM, with the total capacity on two floors of 198. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Common Victualer License, Alpha Wings, Parkhurst Rd.

Discussion tabled, as the applicant was not present yet.

Town Clerk Onorina Maloney-Rescheduling the Annual Town Election and Spring Annual Town Meeting

Mrs. Maloney reported that she has received both positive and negative feedback to the recent legislative act that would allow communities to combine local elections with the state primary election, provided they are currently scheduled within 30 days of each other. Rescheduling the Town election would mean Spring Town Meeting could be held no earlier than May 13. Mrs. Maloney noted that the Town could realize \$8,000.00 in potential savings if the elections are combined. Dates that candidates could pull papers would be extended. The downside is that attendance at Town Meeting could be affected if the date of Town Meeting is changed. Selectmen Lane, Wojtas and Hanson were opposed to changing the date of Town Meeting in fairness to the Town Meeting Representatives. Recently, when a Special Town Election was held concurrently with a state/federal election, many voters were confused with the requirement of multiple ballots.

Motion: by Selectman Hanson that the Board of Selectmen not re-schedule the Town Election or Spring Town Meeting. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Mrs. Maloney asked residents to complete and return their census forms and Dog License Applications as soon as possible.

Marc Grant: Solarize Massachusetts Application

Marc Grant, 103 Kristin Drive, explained this is the third try at obtaining this \$2,500.00 grant. The application is due February 7, 2013. If the grant is awarded, he expects the program to begin in April. The program is open to residents and small businesses, and will involve identifying locations for solar panel installation. The work will then be done at a reduced rate by the chosen contractor. If the Town is not selected this spring, there will be another round of funding in September.

Motion: by Selectman Hanson that the Board of Selectmen supports the Solarize Massachusetts grant application as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Common Victualer License, Alpha Wings, Parkhurst Rd.

Discussion tabled, as the applicant was not present yet.

Continuation of Public Hearing-Joint Pole Petition, Proctor Rd.

Dan Demaris was present on behalf of National Grid. The goal of this project is to replace existing wire with a stronger insulated wire. The proposed stub poles will give additional support to the existing poles. Selectman Dixon asked if installation of stub poles could affect the values of homes in the neighborhood. Mr. Demaris explained a larger pole could be used; however, the stub poles would counter balance the weight of the wires along the curvature of the road. Larger poles would not solve the problem of leaning or listing poles.

Joseph Gleason of Verizon visited the site and spoke with an engineer to clarify the need for this work. His questions were answered.

There were no further comments from the audience or the Board.

Motion: by Selectman Hanson to close the Public Hearing for the National Grid Pole Petition for Proctor Rd. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson that the Board of Selectmen approve the National Grid Pole Petition Plan #64 for Proctor Rd., as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectman Wojtas requested an update from the Verizon and National Grid representatives regarding the removal of double poles throughout Town. Mr. Gleason agreed to get an updated inventory to the Town Manager next week. Mr. Cohen agreed that removing the poles can be problematic when there are many providers using the same pole, and they each have to move their own wires. Mr. Cohen wished to ensure that the Town's wires weren't causing any delays.

Public Hearing-National Grid Pole Petition, Acton Rd.

The request for a pole is the result of a request from Parlee Farm.

No comments were received from the audience or the Board.

Motion: by Selectman Hanson to close the Public Hearing for the National Grid Pole Petition for Acton Rd. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson that the Board of Selectmen approve the National Grid Pole Petition #13847859 for Acton Rd. as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Public Hearing-National Grid Pole Petition, Chelmsford St.

Mr. Demaris requested this matter be continued, as he was not given any information on it, and was not aware it was being heard this evening.

Motion: by Selectman Hanson to continue the Public Hearing for National Grid Pole Petition #14297626 for Chelmsford St., to February 25, 2013 at 7:30PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Common Victualer License, Alpha Wings, Parkhurst Rd.

Strato Stratakias was present for questions at this time. He is the new owner of this business, and will be making minor changes to the menu, but no other changes.

There were no further questions from the Board.

Motion: by Selectman Hanson to approve a Common Victualer License to Strato Stratakias of Alpha Pizza and Wings to be exercised on the premises at 83 Parkhurst Rd., Unit 5, for the hours of Monday-Wednesday 10:00AM-9:00PM, Thursday-Saturday 10:00AM-10:00PM and Sundays 12:00 noon to 9:00PM. Seconded by Selectman Wojtas.

Mr. Stratakias requested an amendment to the hours of operation, which the Board agreed to. The previous motion was withdrawn.

Motion: by Selectman Hanson to approve a Common Victualer License to Strato Stratakias of Alpha Pizza and Wings to be exercised on the premises at 83 Parkhurst Rd., Unit 5, for the hours of Monday-Wednesday 10:00AM-9:00PM, Thursday-Saturday 10:00AM-1:00AM and Sundays 12:00 noon to 9:00PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Reports

Draft Town Meeting Warrant

The latest changes include the withdrawal of the underground utility article and the Citizen's Petition for the rezoning of parts of Groton Rd., Dunstable Rd., and Sheila Avenue. A CPC article was added to the Warrant. The warrant will be signed at the next Board meeting. The Town Clerk will not be able to attend the first night of Town Meeting due to the Election on April 30. Vivian Merrill will record the meeting actions on this evening.

Vinal Square Planning Study

A grant application for \$10,200.00 was approved through NMCOC for this study. Applicants for a seven-person committee will be solicited.

Mass DOT Proposals for Traffic Signals at Interstate 495 Interchanges on Route 110 and Route 4

Project forms from the State were provided for the Board's review. Selectman Wojtas was surprised that the crash figures for the North Rd. intersection were so high. The truck exclusion will remain in effect for North Rd.

Other Reports

The Comcast license will be up for renewal in 2016. Information will be provided to the Board as it is received.

Everyone involved with the latest storm clearing efforts were thanked for their work and cooperation. Records are being prepared for potential FEMA assistance and reimbursement.

Appointments

Board of Selectmen Appointment-CIVIC Committee

Motion: by Selectman Hanson to approve the appointment of Kathy O'Brien to the CIVIC Committee for a term ending June 30, 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Appointment-Council on Aging

Motion: by Selectman Hanson to approve the Town Manager's appointment of Shannon Anderson to the Council on Aging for a term ending June 30, 2014. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Appointment-Recycling Committee

Motion: by Selectman Hanson to approve the Town Manager's appointment of Chris Woodward to the Recycling Committee for a term ending June 30, 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Unscheduled Business

Ward Way-Sign Order of Taking

Motion: by Selectman Hanson that the Board of Selectmen approve the Order of Taking for Ward Way as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Release of Deed Restriction for 60 Carlisle St.

Mr. Cohen explained that there was no signed release on file from the Board of Selectmen from December 1999, when the property transferred from the Boy Scouts of America to the Merrimack Education Collaborative.

Motion: by Selectman Hanson that the Board of Selectmen release the Deed Restriction for 60 Carlisle St. as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Meeting Schedule for March and April

The Board Meeting that had been scheduled for March 25 will instead be held on March 18. That will be the last regular Board meeting before the Town Election.

Selectmen Liaison Reports and Referrals

Selectman Lane:

- Residents were reminded of the "Support Our Town" Coffee being held on February 14, 2013 at Weston Nurseries.
- The COSS fundraising event is being held on February 23, 2013, from 6:00-10:00PM at the Chelmsford Community Center at North Town Hall.
- The Planning Board has continued the Fire Station Site Review Hearing to February 13, 2013.
- The Center Village Master Plan Committee is scheduling stakeholder interviews.
- Thanks to everyone who worked on the snow storm clean-up efforts. Residents were commended for keeping off of the roads.

Selectman Wojtas:

- Residents were cautioned while driving, as visibility is hampered by still narrow roads from the snow storm.
- The Library now has tax forms available.
- Volunteer groups can sign up to participate in the Library's Volunteer Fair being held on March 16, 2013 at the Senior Center.
- Opposition to the Pawtucket Bladder Dam Proposal was heard in Lowell at a meeting held on February 5, 2013. Selectman Wojtas suggested the Board prepare a letter of opposition to the proposal, based on previous discussions by the Board. Selectman Dixon questioned if the bladder dam would have an effect on the River elevations. Selectman Lane noted the problem at Williamsburg Condominiums involves erosion that could eventually burst the sewer line, causing problems downstream. The fluctuation in water levels is what is causing concern and is being debated. The Town could raise concern regarding controlling damage along the Town's part of the river. Further discussion will be had at the next Board Meeting.

Selectman Dixon:

- Work with Williamsburg residents to address their bank erosion issues will continue.
- Everyone was commended on the last storm response.
- Anyone interested in donating Silent Auction items for the COSS fundraising event can contact Joanne Stanway.
- Comedy Nights will be held on February 28 and March 7 at Princeton Station to raise money for the turf fields project. More events will be announced.

Approved 3/18/2013

Selectman Hanson:

- Lots of positive feedback has been received regarding the latest storm response.
- Office hours will be held at the Java Room from 5:00-6:00PM on Thursday.
- Selectman Hanson will attend the Town Coffee on February 14.

Chairman Kurland:

- National Grid representatives will be attending a Board meeting in March to address chronic power outage issues throughout Town.
- Work with Williamsburg residents will continue.
- A fundraising event is being held at the Chelmsford Elks on February 15, 2013 starting at 7:00PM for the Woodcrest Fire Relief. Donations are being accepted at Enterprise Bank.

Press Questions

No one came forward at this time.

Adjournment

Next Regular Meeting will be February 25, 2013.

Motion: by Selectman Hanson to adjourn this meeting at 8:50PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Flyer for ATEF
- List of Committee Vacancies
- List of bids for Salt Storage Structure
- Supporting documents for COSS One Day License
- Chapter 2 of the Acts of 2013 regarding administration of Special State Primaries and Elections in the Year 2013.
- Supporting documents for the Solarize Mass Grant Program
- Supporting documents for Proctor Rd. Pole Petition
- Supporting documents for Acton Rd. Pole Petition
- Supporting documents for Chelmsford St. Pole Petition
- Supporting documents for Alpha Pizza and Wings
- 2013 Spring Annual Town Meeting Draft List of Warrant Articles
- Supporting documents for a Strategic Action Plan for Vinal Square
- Supporting documents for Mass DOT signalization proposal
- Committee applications for CIVIC Committee, Council on Aging and Recycling Committee
- Supporting documents for Order of Taking for Ward Way
- Supporting documents for Deed Restriction release for 60 Carlisle Street.



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

DATE: Monday, February 25, 2013 TIME: 7:00 PM

PLACE: Town Offices ADDRESS: 50 Billerica Road ROOM: 204

REVISED AGENDA

Filed with Town Clerk:

RECEIVED

FEB 25, 2013

2:39 PM

TOWN OF CHELMSFORD

ONORINA Z. MALONEY

TOWN CLERK

7:00 p.m. Call to Order – Notification of live cablecast

Open Session

Committee Vacancies

Scheduled Business

- Applebee's Change of Manager
- Bid Award – South Row School Bathroom Renovations
- One Day Beer & Wine License for 3/9/13 - Chelmsford Boosters Club
- One Day Beer & Wine License for 3/8/13 – North Town Hall Advisory Committee
- One Day All Alcoholic License for 3/16/13 - St. John's Church
- Nick Parlee – Recycling Contract
- Vote on decision to seek support of US Senate Delegation re: proposed Bladder Dam Project

7:30 p.m. • Continuation of Public Hearing – National Grid Pole Petition, Chelmsford Street

7:45 p.m. • Dog Hearing – Chaiyaporn Mutsaklisana, 21 Proctor Rd, female Pit Bull, Taz

7:45 p.m. • Dog Hearing – Valerie Kopacz, 42 Bridge St., female German Shepard, Katie

Town Manager Reports

- a) Natural Gas Bids
- b) Budget Update

Meeting Minutes

- a) Regular Meeting Minutes, January 28, 2013

Unscheduled Business

- a) Sign Spring Annual Town Meeting Warrant

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting March 11, 2013

Approved 4/22/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2013 APR 24 AM 11:26

TOWN OF CHELMSFORD
ONORHA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
February 25, 2013**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:01 PM.

Open Session

No one came forward at this time.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/> or through the Town Manager's office. The Vinal Square Strategic Action Plan Committee was described in detail.

Scheduled Business

Applebee's Change of Manager

Danita DiGregorio was present for questions, as the new manager. She will provide her TIPS Certification.

Motion: by Selectman Hanson that the Board of Selectmen approve a Change of Manager for Apple New England LLC, d/b/a Applebee's Neighborhood Grill and Bar, from Gayle Kiddy to Danita DiGregorio, to be exercised on the premises at 50 Drum Hill Rd, contingent upon providing a TIPS certification. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Bid Award-South Row School Bathroom Renovations

Gary Persichetti explained that three bids were received for this work to include new toilets, partitions and paint. Bubblers and sinks will be done as a separate bid.

Motion: by Selectman Hanson that the Board of Selectmen approve a bid award to Classic Construction from Concord, MA, for the South Row School Restroom Upgrades/Renovations in an amount not to exceed \$185,442.00. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

One Day Beer and Wine License-for March 9, 2013, Chelmsford Boosters Club

James Young, President of the Boosters Club was present for questions.

Approved 4/22/2013

Motion: by Selectman Hanson to approve a One Day Beer and Wine License to the Chelmsford High School Booster Club for March 9, 2013, at the Chelmsford Center for the Arts, for the hours of 6:00PM-10:00PM, with the total capacity of 200. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

One Day Beer and Wine License-for March 8, 2013, North Town Hall Advisory Committee

Laura Lee was present for questions. The event is an Irish Pub Night at the Chelmsford Community Center.

Motion: by Selectman Hanson to approve a One Day Beer and Wine License to the North Town Hall Advisory Committee for March 8, 2013, at the Chelmsford Community Center, for the hours of 6:00PM-11:00PM, with the total capacity of 100. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

One Day All Alcoholic Beverages License-for March 16, 2013, St. John's Church

Jane Saki, 5 Jefferson Dr., Tyngsboro, was present for questions regarding this St. Patrick's Day dinner/dance event. TIPS certification information was received earlier this day, and will be forwarded to Marian Currier.

Motion: by Selectman Hanson to approve a One Day All Alcoholic Beverages License to St. John the Evangelist Parish for March 16, 2013, at 115 Middlesex St., for the hours of 6:00PM-11:00PM, with the total capacity of 192, contingent upon providing the Town with a TIPS Certificate. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Recycling Contract-Nick Parlee

Mr. Parlee explained he received a bid for the recycling contract, which is at the end of its three year period. The solid waste contract with Allied is working well, and has two years left to go. IPR is the current recycling contractor; there have been some issues with them, and there is a deadline of March 1 whether to renew or vacate the contract. Waste Management Co. has offered a competitive quote to include a rebate on #8 paper, and is willing to do a two year contract, so that both solid waste and recycling can be bid together in 2015.

Motion: by Selectman Hanson that the Board of Selectmen approve a Recycling Contract with Waste Management Company through 2015, as presented, with an option to renew. The new contract will begin July 1, 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Bladder Dam project – Pawtucket Dam proposed changes

Dinell Clark provided a history of the flooding issues experienced by Williamsburg residents. A FEMA grant application has been submitted, which would be used to restore the eroded riverbank. Home values are being devalued, due to the fact that many units are now considered in a flood plain. It is believed that installation of the bladder dam will keep water levels higher than what currently occurs, which will exacerbate erosion issues along the bank of the Merrimack River, and eventually expose the sewer line that services the condominium complex. The residents of Williamsburg asked the Board for continued support in opposing the installation of the bladder dam.

Selectman Wojtas agreed that the height of the river impacts Chelmsford residents, and she supported helping in this regard, by submitting a letter to the relevant federal agency, as well as our Congressional delegation. A letter written on behalf of Williamsburg in 2010 was referenced. Selectman Lane suggested that a reference be included in the letter that water levels be held to what they were in 2005. Ms. Clark noted that the water levels have been increasing steadily since the 1980s. They anticipate another one foot

increase if the bladder dam is installed. Enel North America, the owner of the dam, has officially been advised to return the river height to what it was in their original license from the 1980s.

Motion: by Selectman Hanson that the Board of Selectmen draft a letter to FERC, and the Chelmsford Congressional delegation regarding the continued opposition to the installation of the proposed bladder dam that includes reference to the recommendations given by the Lowell Advisory Council of Historic Preservation and suggests that water levels be restored to what was originally allowed in the license issued in the 1980s, as discussed. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Continuation of Public Hearing-National Grid Pole Petition, Chelmsford St.

Dave Aguilar was present on behalf of National Grid. The proposed pole will be installed on the back of the sidewalk by Cynthia's Hair Salon and the Mobil Gas Station. Parking will not be affected. There were no further questions from the Board, nor any questions from the audience.

Motion: by Selectman Hanson to close the Public Hearing for National Grid Pole Petition #14297626, for Chelmsford St. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson to approve National Grid Pole Petition #14297626 for Chelmsford St. as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectman Wojtas asked Mr. Aguilar about the status of the double pole by St. Mary's Church on North Rd. He agreed to look into this situation. Selectman Wojtas noticed that approximately 26 poles in the Proctor Rd. area have arrows on them, and she asked if this meant they were slated to be replaced. Mr. Aguilar advised he was not very familiar with this particular project, but that the arrows did mean the poles would be replaced. Selectman Wojtas stated that she did not want to see 26 more double poles on Proctor Rd. Mr. Cohen advised that a representative would be coming in to discuss power issues throughout the Town, and that coordinating with all the utilities with wires on the poles has been an ongoing effort. Mr. Aguilar noted that more poles are leaning because wires are getting heavier, due to a demand for more power.

Dog Hearing-Chaiyaporn Mutsalklisana, 21 Proctor Rd., female Pit Bull, Taz

Participants for this hearing were sworn in by Chairman Kurland. Officer Merrill reported that per Chelmsford Animal Hospital, both dogs residing at this residence have been euthanized. Mr. Mutsalklisana agreed to provide euthanasia forms for both dogs.

Dog Hearing-Valerie Kopacz, 42 Bridge St., female German Shepherd, Katie

Participants for this hearing were sworn in by Chairman Kurland. Officer Merrill reported that the dog in question has received numerous complaints for running at large, and has bitten another dog and a person. Under the new legislation passed regarding dogs, this dog would be considered a dangerous dog. Ms. Kopacz disputed the definition of a bite, and advised she is paying the vet bills for the dog that was injured. Her dog is undergoing training, and she intends to install a fence when the weather improves.

Matthew Mulholland, 69 Bridge St., provided photos of his dog's injuries, and advised a baby stroller was knocked over during this incident. Run-ins with this dog occur on a weekly basis.

Michael Hazel, 56 Bridge St., advised the dog routinely jumps the existing electric fence, and his Bichon Frise was threatened and nipped. The kids in the neighborhood recognize Katie as a mean dog.

Dawn Cashman, 58 Bridge St., explained she was bitten, but did not require medical attention. Her dog has been attacked twice since this incident, and her son was knocked over in a previous incident.

Selectman Lane asked Ms. Kopacz where she was while all these incidents were happening. Ms. Kopacz noted that her parents watch the dog while she is at work, and her son accidentally let her out another time. The dog gets excited around other dogs and does nip. Selectman Hanson recommended that the dog should always stay on a runner, and be kept inside a completely enclosed yard.

Chairman Kurland read sections of the new law into the record for Ms. Kopacz's benefit, and advised that he would recommend that if there is another incident, the dog will be ordered euthanized. Ms. Kopacz requested that the dog be re-evaluated in two years' time, as she is only three years old. Officer Merrill indicated he was not comfortable with allowing the dog to be tethered, as this tends to make the dog feel trapped and aggravates aggression. The new law requires the dog be kenneled in a roofed structure; therefore fencing in the yard would not be adequate.

Motion: by Selectman Hanson that the Board of Selectmen deem Katie, a German Shepherd owned by Valerie Kopacz residing at 42 Bridge St., to be a dangerous dog, and will be muzzled and restrained when outside until a six foot fence is installed.

Motion amended: that this dog will be muzzled and restrained until further notice with the understanding that if another incident is reported, the dog will be ordered to be euthanized. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Ms. Kopacz agreed to contact the Town Manager's office with regard to how she will proceed with installing a fence.

Town Manager Reports

Natural Gas Bids

Two bids were received for this contract. The new contract will be good for three years to be effective July 1, 2013.

Motion: by Selectman Hanson to approve the Town Manager's bid award for Natural Gas Supply to Hess Energy for a three year period, in an amount not to exceed .7262 per therm, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Budget Update

Reports on receipts through the end of January have been provided to the board. Building permits are still low. Meals and hotel taxes are increasing, and interest still remains low. The motor vehicle excise commitments will come in February. Snow and ice cost estimates are based on a five-year average. The Town Manager is confident that we will stay within the budgeted amount for this winter.

Other Reports

The Town Clerk has announced that there will be an Ethics and Campaign Finance Law educational session held on March 14, 2013 at 6:00PM at the Police Station Community Room.

Meeting Minutes

Regular Meeting Minutes-January 28, 2013

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of January 28, 2013 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Unscheduled Business

Sign Spring Annual Town Meeting Warrant

Mr. Cohen explained the warrant will consist of 34 articles. Per Town Counsel and the Attorney General, the Town cannot adopt a local sign bylaw that is content specific, so this article was withdrawn. The Home Occupation article was pulled due to continued discussion with potentially impacted residents. Language regarding political signs was amended. The fire prevention article regarding sprinklers was done to comply with state law.

Phil Jones, Acton Rd., believed agricultural directional signs and crop specific signs were grandfathered. Mr. Cohen advised that current zoning doesn't cover the town's rights-of-way. This may provide a way to address agricultural signs, with permitting coming from the Town Manager's office.

Donna Parlee, 135 Pine Hill Rd., asked if directional signs could be installed on private property. Chairman Kurland believed if there was permission of the property owner and the Town Manager's office then a sign could be installed within four feet of the road.

Fran McDougall, Dawn Drive, asked if agricultural signs could fall into the same category as political signs, where planting season is a specific duration. Chairman Kurland explained the difference was that agricultural signs are seen as commercial, not political. It was further noted that the town's right-of-way exemption does not apply to a historical district.

Motion: by Selectman Hanson that the Board of Selectmen sign and post the Spring 2013 Town Meeting Warrant as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Lane:

- Sidewalks on Old Westford Rd. should be completed this Spring.
- The Town Manager and DPW were thanked for getting the mailboxes fixed quickly after being damaged by snow plows during the recent storm.
- Residents were reminded to vote on April 2.
- All six CPC articles were recommended to move forward to Town Meeting. The Public Hearing was well-attended.
- The Zoning Bylaw Review Committee will meet with the Planning Board to discuss their draft document. The final document may be ready as a warrant article by Fall Town Meeting.

Selectman Wojtas:

- The Library will host a movie each Monday in March, starting at 7:00PM that is related to the current One Book selection, "Townie".
- There will be an Irish Genealogy program at the Library on March 5, at 7:00PM

Selectman Dixon:

- A Comedy Night is being held Thursday, February 28, to benefit the Turf Fields Project. A second Comedy Night will be held on March 7. Both will begin at 7:00PM at Princeton Station. The CPC Committee was thanked for its support of the project. More events will be held in the future.

Selectman Hanson:

- The Energy Conservation Committee did a walk-through of the former Westlands School, and found a number of energy saving measures that could be done there. Efforts to shut down computers in all the schools will be continued.

Approved 4/22/2013

-Office hours will be held at the Java Room from 5:00-6:00PM on Thursday.

Chairman Kurland:

-His last Office Hours will be held on March 2, at the Java Room, starting at 9:00AM.

Press Questions

Reporters from The Lowell Sun and the Chelmsford Independent requested copies of the Spring Town Meeting Warrant, which was supplied to them.

Adjournment

Motion: by Selectman Hanson to adjourn this meeting at 9:32PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- List of Committee Vacancies
- Supporting documents for Applebee's Change of Manager
- Supporting documents for the Bid Award for South Row School
- Supporting documents for Chelmsford Boosters Club One Day License
- Supporting documents for North Town Hall Advisory Committee One Day License
- Supporting documents for St. John's Church One Day License
- Letter of August 12, 2010 regarding the Pawtucket Bladder Dam
- Supporting documents for Chelmsford St. Pole Petition
- Supporting documents for Dog Hearings, Taz and Katie
- Gas Supply Bid Award Information
- Draft Minutes
- Warrant for Annual Election and Spring Town Meeting



BOARD OF SELECTMEN

Notice of Public Meeting

Filed with Town Clerk:

RECEIVED

MAR 7, 2013

3:25 PM

TOWN OF CHELMSFORD

ONORINA Z. MALONEY

TOWN CLERK

As required by G.L. c. 30 A. §18-25

DATE: **Monday, March 11, 2013**

TIME: **7:00 PM**

PLACE: **Town Offices**

ADDRESS: **50 Billerica Road**

ROOM: **204**

AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Chelmsford Women of Today, Spare the Violence Bowl-a-Thon
- Town of Chelmsford Scholarship Month, Bernie Battle

Open Session

Committee Vacancies

Scheduled Business

- Common Victualer License – Yobite, 296 Chelmsford St.
- Peter Casserly – Turf Fields Toll Fundraiser
- David Hedison – Affordable Housing Project, Chelmsford Woods Residences
261-267 Littleton Road
- Modification of Entertainment License – One Ten Grill
- Steve Jahnle - Street Acceptances

7:30 p.m. • Public Hearing: Underground Storage License, 269-273 Littleton Road

Bid Awards

- a) John Sousa, OPEB Actuarial Services
- b) Frank Reen, Revaluation Services

Town Manager Reports

- a) Vacate Foreclosure on Evergreen Street

Town Manager Appointments

- a) CIVIC Committee
- b) Council on Aging
- c) Permanent Building Committee, Alternate Member
- d) Vinal Square Strategic Action Plan Committee

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

- a) Strategies with respect to Collective Bargaining

Next Regular Meeting March 18, 2013

Approved 4/22/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2013 APR 24 AM 11:26

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
March 11, 2013**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
George Dixon, Jr., Selectman
James Lane, Selectman-arrived at 8:25PM

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:01 PM.

Public Service Announcements

Chelmsford Women of Today-Spare the Violence Bowl-a-thon

Jessica Davis, President of the Chelmsford Women of Today, announced that teams were needed for their Spare the Violence Bowl-a-thon being held on April 7, 2013 from 1:00-4:00 PM at the Brunswick Lanes in Lowell. Contact information was provided.

Town of Chelmsford Scholarship Month-Bernie Battle

A proclamation was read by Selectman Hanson, and accepted by Mr. Battle.

Open Session

Kathy Cryan-Hicks announced that the annual Volunteer Fair is being held on March 16, 2013, from 10AM-noon at the Senior Center.

Mr. Cohen announced on behalf of the Town Clerk that the Voter Registration deadline for the April 2 Town Election is March 13, 2013. An educational forum is being held on March 14, 2013 at the Police Station Community Room to discuss political campaign finances and ethics. Absentee ballots will be available beginning March 15, 2013, and can be turned in through April 1, 2013.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Scheduled Business

Common Victualer License-Yobite 296 Chelmsford St.

Heather Gilet was present for questions. She will be the vendor sharing space with Sal's Pizza.

Motion: by Selectman Hanson that the Board of Selectmen approve a Common Victualer License to Yobite to be exercised on the premises at 296 Chelmsford St., with a seating capacity of 24, for the hours of 11:00AM-10:00PM on weekdays and 11:00AM-8:00PM on Sundays. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Peter Casserly-Turf Fields Toll Fundraiser

Mr. Casserly explained this would be run similar to the firefighters' event, and some police officers have volunteered to help. Mr. Casserly offered to arrange to have a police car with flashing lights by the area of the toll. Selectman Wojtas felt this would be too distracting to drivers, and presents a safety hazard to participants.

Motion: by Selectman Hanson that the Board of Selectmen allow toll booths for fundraising for the Turf Fields Project on March 23 and March 30, from 8:00AM-3:00PM. Seconded by Selectman Dixon. Selectman Wojtas opposed, all others in favor. **Motion carries.**

David Hedison-Affordable Housing Project, Chelmsford Woods Residences 261-267 Littleton Rd.

Mr. Hedison, Executive Director of the Chelmsford Housing Authority, explained this project was based on recommendations in the Affordable Housing Plan. The location currently consists of 18 housing units and commercial space. The proposed plan for 155 rental units was shown. All the units would be deemed "affordable", and will accommodate seniors, disabled persons, and veterans. The housing style will have shorter buildings than other nearby developments, and benefits of the project were listed. It is expected the project will be complete by 2017. Funding sources were listed; the funding being requested from the CPC will be bonded for 20 years at 2.2% interest.

Selectman Dixon and John Edward of the Housing Advisory Board both support this project. Mr. Hedison explained he is filing for a Comprehensive Permit. The State Department of Housing and Community Development has established a period during which comments regarding the project can be submitted. Once a site eligibility letter is received, abutters will be invited to the Public Hearing to be held by the Zoning Board of Appeals. The Board would like to wait until Mr. Lane was available to provide input; however, the comment period closes March 16, 2013.

Mr. Hedison explained the Town needs 374 additional units to reach its 10% state mandated goal.

Motion: by Selectman Hanson that the Board of Selectmen enthusiastically support the Chelmsford Woods Residences Affordable Housing Project, as it will be beneficial in meeting the needs of the community and its residents. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Modification of Entertainment License-One Ten Grill

John Gailey, owner of One Ten Grill, apologized for the past confusion caused by the casino type entertainment nights recently held at his establishment. Mr. Gailey explained that participants play for prizes and do not pay to play. Mr. Gailey was assured by the company that runs the game that this was legal, and is done in other Massachusetts communities. There are no cash prizes. The Board agreed that the activity would be monitored.

Motion: by Selectman Hanson that the Board of Selectmen amend the Entertainment License for One Ten Grill to include card playing, with no cash prizes, on Mondays, in accordance with State law. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Steve Jahnle-Street Acceptances

The Accounting Department questioned why the bonds were still open for the three streets under review, and requested that they be resolved. This is the first step in the process to formally accept these roads. There are three homes on Alexandria Way, six homes on Pleasant Avenue Extension, and seven homes on Arrowhead Circle.

Motion: by Selectman Hanson that the Board of Selectmen approve intentions to lay out Alexandria Way as a public way known as "Alexandria Way" as shown on a plan entitled "Alexandria Way-Acceptance Plan of Land Chelmsford, MA"; Arrowhead Circle as a public way known as "Arrowhead Circle" as shown on a plan entitled "Arrowhead Circle-Acceptance Plan of Land Chelmsford, MA"; and Pleasant Avenue Extension as a public way known as "Pleasant Avenue Extension" as shown on a plan entitled "Pleasant Avenue Extension-Acceptance Plan of Land Chelmsford, MA", all dated January 18, 2013, prepared by Whitman and Bingham Associates LLC, and to forward the proposed layout as shown on the plan to the Planning Board for its comments and recommendations pursuant to G.L. c. 41, SS811 as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Public Hearing: Underground Storage License, 269-273 Littleton Rd.

Mike Patel was present for questions. A Site Plan has been approved by the Planning Board and the Zoning Board of Appeals. There will be three tanks: a 20,000 gallon tank for Regular gasoline, a 5,000 gallon tank for Super gasoline, and a 5,000 gallon tank for Diesel Fuel. There were no further questions from the Board or the audience.

Motion: by Selectman Hanson to close the Public Hearing for the Underground Storage License for 269-273 Littleton Rd. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Motion: by Selectman Hanson that the Board of Selectmen approve an Underground Storage License to Swaminijay LLC to be exercised at 269-273 Littleton Rd., contingent upon final approval from the Fire Department. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Bid Awards

John Sousa, OPEB Actuarial Services

This update is done every two years. Five proposals were received and evaluated by Town Treasurer John Sousa and Town Accountant Darlene Lussier.

Motion: by Selectman Hanson that the Board of Selectmen approve a contract for OPEB Actuarial Services to Segal Co. of Boston, in an amount of \$10,000.00 for FY2013, and \$10,500.00 for FY2015, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Frank Reen, Revaluation Services

Three responses were evaluated for this Bid.

Motion: by Selectman Hanson that the Board of Selectmen approve a bid award for FY2014 Revaluation of Commercial and Industrial Property to Vision Technology of Northboro, MA in an amount not to exceed \$37,000.00, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Town Manager Reports

Vacate Foreclosure on Evergreen St.

Town Treasurer John Sousa advised that the property owner has agreed to pay the taxes, interest, and legal fees on this property.

Motion: by Selectman Hanson that the Board of Selectmen vacate the final judgment covering the property at 39 Evergreen St., Chelmsford, upon payment of all taxes, interest, and charges due as provided under MGL 60:69 made against 39 Evergreen LLC, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Other Reports

The Town Manager reported that attempts to collaborate with other communities for trash disposal contracts are ongoing. Regular meetings are scheduled to discuss the best ways to move this process forward.

An announcement was made that health insurance rates are expected to increase by 5.6% with the current carrier. The GIC rate increase for next fiscal year is 3.5%. Mr. Cohen will share this information with the Insurance Advisory Board, and discuss the possibility of converting to the GIC. The earliest time frame for conversion would be 1/1/2014, if notification is done by 7/1/2013.

Appointments

CIVIC Committee

Motion: by Selectman Hanson to appoint Daniel Pires to the CIVIC Committee for a term ending June 30, 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Council on Aging

Motion: by Selectman Hanson to approve the Town Manager's appointment of Kris Murthy to the Council on Aging for a term ending June 30, 2015. Seconded by Selectman Wojtas. **Motion carries, unanimous**

Permanent Building Committee, Alternate Member

Motion: by Selectman Hanson to approve the Town Manager's appointment of Joseph Greene as an Alternate Member to the Permanent Building Committee for a term ending June 30, 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Vinal Square Strategic Action Plan Committee

Motion: by Selectman Hanson to approve the Town Manager's appointments of John P. Crane, Ryan James Donaher, William Gilet, Karen Mahoney, Robert Joyce, Laura Lee, and George Dixon to the Vinal Square Strategic Action Plan Committee for terms ending June 30, 2014. Seconded by Selectman Wojtas. **Motion carries, unanimous**

Selectmen Liaison Reports and Referrals

Selectman Wojtas:

- Timothy Cassels was congratulated for achieving his Eagle Scout status.
- Representative Cory Atkins is looking for feedback regarding the governor's proposed budget. Comments are due by April 2. Chairman Kurland suggested tabling this item until Selectman Lane was present.
- The Library's Volunteer Fair is being held on March 16 at the Senior Center from 10:00AM-noon.
- The Library will host a program on creating a memoir, on March 20.

Selectman Dixon:

Approved 4/22/2013

-The Comedy Night to benefit the Turf Fields Project has been rescheduled to Wednesday, March 13, at the Princeton Station starting at 7:00PM.

Selectman Hanson:

- The CIVIC Committee will be at the Volunteer Fair.
- Residents were reminded to vote on April 2.

Chairman Kurland:

- The DPW was acknowledged for their efforts on snow removal during last week's storm.
- The Chelmsford Business Association was thanked for sponsoring the debate last week.
- Residents were encouraged to support the next Comedy Night, as the last one was enjoyable.

Selectman Lane arrived at 8:25PM, and had no reports or referrals.

Press Questions

There were no Press Questions at this time.

Executive Session

Strategies with Respect to Collective Bargaining.

Motion: by Selectman Hanson to adjourn this meeting, and enter into Executive Session at 8:25PM, not to return to Regular Session, for the purpose of discussing Strategies with Respect to Collective Bargaining. Seconded by Selectman Wojtas.

Roll Call Vote:

Selectman Lane: Aye
Selectman Wojtas: Aye
Selectman Dixon: Aye
Selectman Hanson: Aye
Chairman Kurland: Aye

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Spare the Violence Bowl-a-thon flyer
- Scholarship Month proclamation
- List of Committee Vacancies
- Supporting documents for Yobite Common Victualer License
- Supporting documents for the Turf Fields "Toll Booth" Fundraiser
- Supporting documents for Chelmsford Woods Residences
- Supporting documents for One Ten Grill Entertainment License
- Supporting documents for Street Acceptances
- Supporting documents for Underground Storage License
- Supporting documents for OPEB Actuarial Services and Revaluation Services
- Memo to vacate foreclosure judgment at 38 Evergreen Street
- Committee applications



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

DATE: **Monday, March 18, 2013** TIME: **7:00 PM**
PLACE: **Town Offices** ADDRESS: **50 Billerica Road** ROOM: **204**

REVISED AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

Open Session

Committee Vacancies

Scheduled Business

- Status of Package Store License – Hi-way Farm Market
- 7:30 p.m. • Johnson Controls – Energy Management Services
- 8:00 p.m. • David Gendall – National Grid, Utilities Infrastructure

Town Manager Reports

Appointments

- a) Animal Inspector
- b) Council on Aging

Meeting Minutes

- a) Regular Meeting Minutes, February 11, 2013
- b) Executive Session Minutes, March 11, 2013

Unscheduled Business

- a) Comments on Governor's Budget Proposal

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

- a) Strategies with respect to Vacarro litigation

Next Regular Meeting April 8, 2013

Filed with Town Clerk:

RECEIVED

MAR 18, 2013

2:55 PM

TOWN OF CHELMSFORD

ONORINA Z. MALONEY

TOWN CLERK

Approved 4/22/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2013 APR 24 AM 11:26

TOWN OF CHELMSFORD
ONORATA Z. HADLEY
TOWN CLERK

**Regular Meeting MINUTES
March 18, 2013**

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Kurland called the meeting to order at 7:00 PM.

Chairman Kurland was presented with a plaque and gavel, and a chair in honor of his past service on the Board, as this will be his last meeting.

Open Session

No one came forward at this time.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/> or through the Town Manager's office.

Scheduled Business

Status of Package Store License-Hi-Way Farm Market

Rick Stanichuk was present to explain that he hopes to be signing a lease agreement for space at 295 Littleton Road in a week or two. He requested continuance to the next meeting.

Motion: by Selectman Hanson that the Board of Selectmen continue discussions regarding the Hi-Way Farm Market to April 8, 2013. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Johnson Controls-Energy Management Services

Jim Cotton of Johnson Controls introduced the team working with this contract, and explained how the contract works. Improvements to HVAC and lighting systems are funded within the existing budget, and if the projected savings amounts are less than expected, Johnson Controls agrees to pay the Town the difference. Construction is expected to begin July 1, 2013 if the contract is approved by Town Meeting. Twenty-one buildings were reviewed, and baseline energy use was evaluated over a 24 month period. Anticipated energy conservation measures and capital improvements were listed. Projected savings by equipment category were provided.

Mr. Cohen summarized additional efforts being undertaken regarding solar energy initiatives. Bob Andrews of the Energy Conservation Committee noted that nearly 100% of the Town's electric needs will be met by the proposed solar installations, including the net metering project in Bolton.

David Gendall-National Grid, Utilities Infrastructure

Mr. Gendall explained that data from January 2010 to March 2013 was evaluated to identify areas with sporadic power outages. During this time, there were 133 incidents, including storm events. It was noted that 51% of the incidents were tree related, 11% were related to a motor vehicle accidents, 7% were unknown, and other causes accounted for smaller percentages. Substation and circuit locations were shown.

The Pine Hill Road area will have existing conductor wires changed to a covered wire that is resistant to tree contact, with spacer cables. In the Amble Road area, there will be changes to wires, and fuses will be reconfigured. In the Proctor Road area, wires will be changed to a covered wire, and transformers will be reconfigured. Animal protection devices will be installed where deemed necessary. Installation of spacer wire will help with outages caused by lightning.

Arborist Jim MacArthur explained the Forestry Maintenance Program. Detailed information is available on the Mass DCR website under Chapter 87, Section 14 regarding Tree Law. Tree maintenance is done on a five year cycle. The Department of Public Utilities monitors activity under their Electric Hazard Tree Mitigation Program. Generally, 30 day notice is given to residents when tree trimming will take place.

Selectman Wojtas asked about the number of poles that are expected to be replaced as part of the upgrades to several neighborhoods. It was explained that taller poles are sometimes required because of the number of wires and equipment per pole. Some poles are old and just need replacing. Mr. Gendall agreed to follow up on the double pole in front of St. Mary's Church. The situation will continue to be monitored.

Town Manager Reports

Due to the expected storm this week, trash pickup will be delayed by one day for the rest of this week only.

Town Manager Appointments

Animal Inspector

Motion: by Selectman Hanson to approve the Town Manager's appointment of Erik E. Merrill as Inspector of Animals for a term ending March 31, 2014. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Council on Aging

Motion: by Selectman Hanson to approve the Town Manager's appointment of Karen Garrigan to the Council on Aging for a term ending June 30, 2015. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-February 11, 2013

Motion: by Selectman Hanson to approve the Regular Meeting Minutes of February 11, 2013, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Executive Session Meeting Minutes-March 11, 2013

Motion: by Selectman Hanson to approve and not release the Executive Session Meeting Minutes of March 11, 2013, as presented. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Unscheduled Business

Comments on Governor's Budget Proposal

Selectman Wojtas commented on several aspects of the Governor's proposal: she is opposed to the regionalization of Housing Authorities as presented, as the Chelmsford Housing Authority staff is very effective in serving the community; she favors reducing the sales tax, and keeping the local option taxes on hotels and restaurants; and she supports an increase in Chapter 90 funding, as local communities are better able to determine how to spend those funds most effectively. She noted that, under this proposal, Chelmsford will receive a smaller increase in Chapter 70 funds than surrounding communities, due to decreased enrollments. The proposed increase in income tax is significant, and not likely to be voted favorably by the Legislature.

Selectman Lane suggested having a work session for further discussions after the election. Selectman Dixon was disappointed that OPEB was not addressed at all. Selectman Hanson supported sending a letter to our legislative delegation. Chairman Kurland will draft that letter, based on Board comments. Individuals were encouraged to contact their representatives with their comments as well.

Motion: by Selectman Hanson to approve sending a letter regarding the Governor's proposed budget to the legislative delegation, as discussed. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Lane:

- The Zoning Bylaw Review Committee will meet on March 19 to discuss the final draft of their report.
- The next session for the Center Village Master Plan Committee will be held on March 26, when stakeholder interviews will continue.
- Selectman Lane stated he was honored to have served on the Board with Chairman Kurland.

Selectman Wojtas:

- Operation Canine is a new non-profit group in town that rescues dogs from shelters and trains them to be service dogs, assisting military veterans.
- The Rourke Bridge/Drum Hill Study Committee is having a presentation at the Lowell General Hospital on March 21, 2013 starting at 6:30PM.
- Selectman Wojtas stated it has been a pleasure working on the Board with Chairman Kurland.

Selectman Dixon:

- Chairman Kurland was thanked for his service, and will be missed.
- Teams are needed for the Walk-a-thon being held on April 21 for the Turf fields. A golf tournament has been scheduled for May 13, 2013. Contributors were thanked for their donations.

Selectman Hanson:

- Chairman Kurland was wished best of luck.
- Candidate debates are scheduled for March 19 and March 21.
- The CIVIC Committee now has a Facebook Page.
- Office hours will be held on Thursday at the Java Room from 5:00-6:00PM.

Chairman Kurland:

- Residents were encouraged to vote on April 2, 2013.

Approved 4/22/2013

-Dennis McHugh (former Town Moderator) and voters were thanked for giving him the opportunity to serve the Town. Others were thanked for their help and guidance, including his family. He is proud of the work that the Board has accomplished during his tenure.

Press Questions

No one came forward at this time.

Adjourn to Executive Session

Motion: by Selectman Hanson at 9:15PM, to enter into Executive Session, not to return to Regular Session, for the purpose of discussing strategies with respect to litigation. Seconded by Selectman Wojtas.

Roll Call Vote:

Selectman Lane: Aye

Selectman Wojtas: Aye

Selectman Dixon: Aye

Selectman Hanson: Aye

Chairman Kurland: Aye

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- List of Committee Vacancies
- Memo of March 14, 2013 regarding Hi-Way Farm Market
- Presentation for Energy Management Performance Contract.
- Supporting documents for Nomination of Inspector of Animals
- Email of March 11, 2013, and committee application, regarding Council of Aging.
- Draft minutes
- Supporting documents for the Governor's budget



**BOARD OF SELECTMEN
SCHOOL COMMITTEE
TOWN MODERATOR**

Notice of Public Meeting

Filed with Town Clerk:

RECEIVED

2013 MAR 27 PM 12:13

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Email Posting to tsoule@townofchelmsford.us Thank you.

DATE: Wednesday, March 27, 2013 TIME: 6:59 PM

PLACE: Town Offices ADDRESS: 50 Billerica Road ROOM: 205

REVISED AGENDA

6:59 p.m. Call to Order

Scheduled Business

- One Day all Alcohol License – St. Vartanantz, Westford Education Foundation, April 6, 2013
- Bid Award – Electricity Contract

7:00 p.m. • Joint Meeting w/ Board of Selectmen, School Committee & Town Moderator
Nashoba Valley Regional School Committee Appointment

Approved 4/8/2013

TOWN OF CHELMSFORD
BOARD OF SELECTMEN MINUTES
Wednesday, March 27, 2013
Town Offices, Room 205
50 Billerica Road
Chelmsford, MA 01824

RECEIVED
2013 APR 10 AM 11:04
TOWN OF CHELMSFORD
ONORING A COMMUNITY
TO A BETTER

Attending:

Jon Kurland, Chairman
Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
George Dixon, Jr., Selectman
James Lane, Selectman

Paul Cohen, Town Manager

6:59pm

Chairman Kurland called the meeting to order.

One Day All Alcohol License

Sandy Wright was present to answer questions about the event sponsored by the Westford Education Foundation, to be held at Saints Vartanatz Church.

Motion: by Selectman Hanson to approve a One Day All Alcohol License to the Westford Education Foundation at be exercised at Sts. Vartanantz Church, 180 Old Westford Road, on April 6, 2013, for the hours of 6:30PM to 12:00AM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Bid Award

Mr. Cohen reported that two bids had been received for the purchase of electricity supply for calendar years 2017 and 2018. He recommended accepting the low bid, which is a reduction from the current price being paid.

Motion: by Selectman Hanson to approve the Town Manager's bid award for electricity supply for the calendar years 2017 and 2018, to Integrys Energy Services. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Adjournment

Motion: Selectman Hanson made a motion to adjourn this part of the meeting at 7:05PM. Selectman Wojtas seconded the motion. **Motion carries, unanimous.**

Joint Meeting with School Committee

Moderator Richard DeFreitas called the joint meeting to order at 7:05PM. The Board of Selectmen was present, in addition to School Committee members Janet Askenburg, Michael Rigney, Evelyn Thoren, and Allen Thomas. School Committee member Nicholas DeSilvio was absent.

Nashoba Valley Regional School Committee Appointment

Moderator DeFreitas announced that Donald Ayer has applied for reappointment to the Nashoba Valley Regional School Committee as the Chelmsford representative. The Moderator asked for nominations. Janet Askenburg nominated Mr. Ayer. There being no other nominations, the Moderator closed nominations.

Mr. Ayer reviewed his work while serving on the NVTHS Committee. Mr. Rigney asked about the possibility of televising the committee meetings. Mr. Ayer noted that he is in favor of televising the meetings; Westford Telemedia is currently pursuing methods to allow for their broadcast, including providing compatible video to all member towns for local broadcast.

The Moderator then took a roll call of all voting members at the meeting. The vote for Mr. Ayer was unanimous.

Nashoba Valley Regional School Committee Appointment - Alternate

Moderator DeFreitas announced that Maria Karafelis has applied for reappointment as the alternate Chelmsford representative to the Nashoba Valley Regional School Committee. The Moderator asked for nominations. Selectmen Chairman Kurland nominated Ms Karafelis. There being no other nominations, the Moderator closed nominations.

Ms Karafelis reviewed her work while serving on the NVTHS Committee. Mr. Rigney asked about the community service projects undertaken by the school, and what the process entails, which Ms Karafelis explained.

The Moderator then took a roll call of all voting members at the meeting. The vote for Ms Karafelis was unanimous.

Adjournment

Motion: Selectman Hanson made a motion to adjourn at 7:15PM. Seconded by Ms Askenburg. **Motion carries, unanimous.**

Respectfully submitted,

Pat Wojtas, Clerk of the Board of Selectmen

List of Reference Documents:

- One Day License Application Form
- Letters of interest and applications for NVTHS appointments



BOARD OF SELECTMEN
Notice of Public Meeting

As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

RECEIVED
MAR 19, 2013
2:55 PM

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

DATE: **Wednesday, April 3, 2013**

TIME: **6:00 PM**

PLACE: **Town Offices** *ADDRESS:* **50 Billerica Road** *ROOM:* **204**

AGENDA

6:00 p.m. Call to Order

Election of Chairman

Election of Vice Chairman

Election of Clerk

Approved 4/22/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA. 01824

RECEIVED

2013 APR 24 AM 11:26

TOWN OF CHELMSFORD
ONORINE R. MALONEY
TOWN CLERK

**Reorganization Meeting MINUTES
April 3, 2013**

Attending:

Matthew Hanson, Vice Chairman
Patricia Wojtas, Clerk
George Dixon, Jr., Selectman
James Lane, Selectman
Janet Askenburg, Selectman

Paul Cohen, Town Manager

Vice Chairman Hanson called the meeting to order at 6:00 PM.

Election of Chairman

Vice Chairman Hanson opened the floor for nominations for Chairman.

Motion: by Selectman Lane to nominate Selectman Hanson as Chairman. Seconded by Selectman Dixon. No other nominations were made.

Motion: by Selectman Lane to close the nominations for Chairman. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Selectman Hanson asked for a vote for Selectman Hanson as Chairman. Vote was unanimous in favor.

Election of Vice Chairman

Chairman Hanson opened the floor for nominations for Vice Chairman.

Motion: by Selectman Dixon to nominate Selectman Wojtas as Vice Chairman. Seconded by Selectman Lane. No other nominations were made.

Motion: by Selectman Lane to close the nominations for Vice Chairman. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Chairman Hanson asked for a vote for Selectman Wojtas as Vice Chairman. Vote was unanimous in favor.

Election of Clerk

Chairman Hanson opened the floor for nominations for Clerk.

Approved 4/22/2013

Motion: by Selectman Lane to nominate Selectman Askenburg as Clerk. Seconded by Selectman Dixon. No other nominations were made.

Motion: by Selectman Lane to close the nominations for Clerk. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Chairman Hanson asked for a vote for Selectman Askenburg as Clerk. Vote was unanimous in favor.

Adjournment

Motion: by Selectman Wojtas to adjourn at 6:05PM. Seconded by Selectman Dixon. **Motion carries, unanimous.**

Respectfully Submitted,

Patricia Wojtas, Selectman



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A. §18-25

DATE: Monday, April 8, 2013

TIME: 7:00 PM

PLACE: Town Offices ADDRESS: 50 Billerica Road ROOM: 204

AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Minutemen – March from Chelmsford to Concord
- Regina Jackson – Walter Hedlund & William Poullos, The French Legion of Honor Decoration Ceremony

Open Session

Committee Vacancies

Scheduled Business

- One Day Beer & Wine License, Saint Mary Parish, April 13, 2013
- One Day Beer & Wine License, Saint Mary Parish, May 4, 2013
- One Day Beer & Wine License, Chelmsford Center for the Arts, April 19, 2013
- One Day Beer & Wine License, Chelmsford Center for the Arts, April 25, 2013
- One Day Beer & Wine License, Festa Realty, 5 Courthouse Ln., April 20 & 21, 2013
- Amend Entertainment License – Chelmsford Lodge Elks, re: Touch Video Games
- Update on Status of All Alcohol Package Store License, Hi-Way Farm Market
- 7:15 p.m. • Public Hearing – Presentation of Varney Playground Master Plan
- 7:40 p.m. • Joint Pole Petition – Verizon & National Grid, Boston Road
- 7:45 p.m. • Sole Pole Petition – National Grid, Thomas Drive
- 7:50 p.m. • Underground Conduit Petition – Comcast, Technology Drive
- John Sousa – Bond Issuance

Town Manager Reports

- a) Hazard Mitigation Grant for Williamsburg
- b) Underground Utility Project
- c) Chelmsford Woods Site Approval Letter

Appointments

- a) Energy Conservation Commission
- b) Master Plan Implementation Committee

Meeting Minutes

- a) Regular Meeting Minutes, March 27, 2013
- b) Executive Session Minutes, March 18, 2013

Filed with Town Clerk:

RECEIVED
2013 APR -4 PM 3:55
TOWN OF CHELMSFORD
OFFICE

Unscheduled Business

- a) Selectmen Positions on Town Meeting Warrant Articles
- b) Meeting Schedule
- c) Sign Senate Primary Warrant

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

- Strategy with respect to collective bargaining
- Strategy with respect to litigation (Bagni)

Next Regular Meeting April 22, 2013

Approved July 1, 2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
April 8, 2013**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman

Paul Cohen, Town Manager

Not Present:

George Dixon, Jr., Selectman

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:01 PM.

Chairman Hanson thanked everyone who voted in the recent election, and Selectman Askenburg was congratulated on her election to the Board.

Public Service Announcements

Minutemen-March from Chelmsford to Concord

Jim Curley spoke on behalf of the Chelmsford Minutemen to invite residents to march with them on Patriots Day from Chelmsford to Concord. The march begins at 4:00AM, and will go on for 10 miles. Selectman Wojtas was presented with a framed patch for walking with the group last year.

Regina Jackson-Walter Hedlund & William Poullos, The French Legion of Honor Decoration Ceremony

Mrs. Jackson read a letter from the French Ambassador into the record. Medals will be presented to Mr. Hedlund and Mr. Poullos on April 18, 2013 at 2:00PM, at the Chelmsford Center for the Arts.

Open Session

Richard Defreitas, Town Moderator, announced there will be three openings on the Finance Committee. The mission of the Committee was read into the record, as were requirements for the committee. Interested applicants were asked to electronically submit a cover letter, resume and application, and the appointments will be made in June.

Ryan McNeil, 11 Sherman St., asked about what safety measures were to be taken at Varney Park this upcoming summer. Mr. Cohen explained there would be surveillance cameras and a police officer assigned to the area.

Approved July 1, 2013

Mary Hoyt, 5 Varney Ave., made a request to the design team for Varney Park to consider moving the proposed parking lot a short distance down the road, as it is directly across from her house. Chairman Hanson advised this could be discussed during the presentation, later in the meeting.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/> or through the Town Manager's office.

Scheduled Business

One Day Beer and Wine License-St. Mary's Parish, April 13, 2013 & May 4, 2013

Adam Hiroux explained the event on April 13, 2013 is a Knights of Columbus event, and the event on May 4th is a Wine Tasting.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to St. Mary's Parish for April 13, 2013, to be exercised on the premises at 25 North Rd. for the hours of 6:00PM-10:00PM, with a seating capacity of 200. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to St. Mary's Parish for May 4, 2013, to be exercised on the premises at 25 North Rd. for the hours of 7:00PM-10:00PM with a seating capacity of 200. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

One Day Beer and Wine License-Chelmsford Center for the Arts, April 19, 2013 and April 25, 2013

Susan Gates explained the event on April 19, 2013 is an exhibit called Chelmsford Center in Bloom, and the event for April 25 is a screening of "Note by Note-How A Steinway is Built".

Motion: by Selectman Wojtas to approve two One Day Beer and Wine Licenses to the Chelmsford Center for the Arts, to be exercised on the premises at 1A North Rd. on the following dates: April 19, 2013 for the hours of 7:00PM-10:00PM with a seating capacity of 200, contingent upon providing a TIPS Certificate., and April 25, 2013 for the hours of 7:00PM-10:00PM with a seating capacity of 200. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

One Day Beer and Wine License-Festa Realty, 5 Courthouse Lane, April 20 & 21, 2013

Rich Festa explained the license request is for their third Annual Deck Hockey Tournament, and is for the deck only. TIPS certification was provided today.

Motion: by Selectman Wojtas to approve two One Day Beer and Wine Licenses to Festa Realty Trust, to be exercised on the premises at 5 Courthouse Lane, on the following dates: April 20, 2013 for the hours of 12:00 noon-9:00PM, on the deck, with a seating capacity of 24, and on April 21, 2013 for the hours of 12:00 noon-9:00PM on the deck, with a seating capacity of 24, contingent upon providing the Town with final approvals

Approved July 1, 2013

from the Building Inspector, Board of Health, and the Fire Prevention Office. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Amend Entertainment License-Chelmsford Lodge of Elks, RE: Touch Video Games

Alan Costas, Chairman of the House Committee described what touch video games were, and advised they would like to try several systems before deciding which one to use. Once this decision is made, they will come back with a formal application.

Motion: by Selectman Wojtas to amend the Entertainment License for the Chelmsford Lodge of Elks for a 90 day trial to allow for the testing of automatic amusement devices. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Update on Status of All Alcohol Package Store License, Hi-Way Farm Market

Mr. Cohen explained the applicant is still looking for a new location, and expects to be back within 30 days.

Motion: by Selectman Wojtas that the Board of Selectmen continue the discussion of the relocation of the Hi-Way Farm Market and request that the owners be present with an update at the May 20, 2013 meeting. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Public Hearing-Presentation of Varney Playground Master Plan

Bill Gilet spoke on behalf of the Varney Park Master Plan Committee. The group's objective was to design a park. Some aspects of public safety, such as police patrols, were not included in the scope of the project. A proposed plan combines features of two options that were looked at, and comes with an estimated cost of \$1.9 million. Construction would occur in three phases-Phases 1 would be to build in ADA compliance features, and would cost approximately \$450,000.00 with contingencies. Phase 2 would address the athletic areas, and Phase 3 would address the family areas.

The basketball court proposed location was chosen to improve police visibility, and there will not be a deck on the boathouse for the same reason. There are no thruways per residents' request. Emergency access routes were shown. Selectman Wojtas asked if the walking path shown in one of the option sketches could be returned to the proposal. It was explained that it was removed due to safety concerns, as someone could be hit by a ball. There will be limited lighting to discourage night use of the park.

Funding for Phase 1 would be requested at 2014 Spring Town Meeting.

Audience Comments:

Santiago Rios, 70 Boston Rd., agreed the redesigned park would look great. It will also attract more people. However, he noted that there is not enough parking now.

Approved July 1, 2013

Ryan McNeil, 11 Sherman St., raised concerns about beach access from Varney St., which is very narrow, and there are many young children in this neighborhood. He was also concerned about noise, as he can hear conversations from across the park now.

Laura Lee, Washington St., felt the proposed plan provides great enhancements while protecting the historic character of the park. She agreed that the resident vs. non-resident use issue was very sensitive.

Peggy Dunn, 2 Bridge St., requested to know why the park could not be made "residents only". Mr. Cohen explained that public access is a requirement of receiving certain state funding.

Chuck DaRosa, 60 Dunstable Rd., suggested creating a parking fee schedule.

Bill Gilet came forward to advise that the parking lot on Adam St. would contain 30 regular parking spaces and 2 ADA spaces, while the Varney St. parking lot would contain 16 regular parking spaces and 1 ADA space.

Mary Hoyt, 5 Varney Ave., showed on the proposal visual how far down she would prefer to see the proposed parking area near her house.

Greg McManus, 52 Groton Rd., suggested that on-street parking be made neighborhood resident only.

Evan Belansky, Community Development Director, came forward to explain details about the state grant that is being applied for to help pay for the upgrades to Varney Park. The grant requires 100% up front funding by the Town, which could be reimbursed up to 50%, with a maximum award of \$500,000.00. Initial funding would be requested at Fall Town Meeting. The expenditure must be done prior to June 30, 2015, and general public access to the park is a requirement. Future modifications to the park would require State approval. The application is due by April 24, 2013.

The Board preferred to wait on a formal vote on the grant application until Selectman Dixon could be present. Mr. Belansky advised he could personally deliver the application if needed in order to meet the deadline requirement.

Other items to consider included obtaining an agreement with the North Water District, as part of the Adams St. parking is not in the Town's right-of-way. A Request for Determination of Applicability would be needed from the Conservation Commission to address water quality/run off. Any work to the field house would require review of the Mass. and local Historic Commissions.

Motion: by Selectman Wojtas to continue the Public Hearing for Varney Park Playground Master Plan to April 22, 2013 at 7:30PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Joint Pole Petition-Verizon & National Grid, Boston Rd.

Approved July 1, 2013

Joseph Gleason spoke on behalf of Verizon. He explained the existing tree guide is being eliminated because a tree is being removed. A stub pole on the west side of Boston Rd. by Manor Circle would be used to support the wires instead. A larger pole was not considered due to cost and due to the contour of the road.

Audience Comments:

Tom Tobiassen, 90 Boston Rd. noted the tree in question snapped during the last storm. He asked what the overall plan was for all of the trees in this area. Mr. Gleason explained that all tree trimming is done by National Grid, and trimming of trees on private property requires permission of the property owners.

Motion: by Selectman Wojtas to close the Public Hearing for the Joint Pole Petition for Verizon and National Grid for Boston Rd. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Selectman Lane requested that Mr. Gleason obtain more information from the project engineer, which he will do. A vote on this petition will be taken at the meeting of April 22, 2013.

Sole Pole Petition-National Grid-Thomas Drive

Selectman Lane recused himself from the hearing and left the room, as he is an abutter. Michelle Stacy spoke on behalf of National Grid. She advised that Pole 32 is being requested to avoid aerial trespass issues. The pole will have a guide wire and anchor in the right-of-way.

There were no audience comments, and no further questions from the Board.

Motion: by Selectman Wojtas to close the Public Hearing for the National Grid Pole Petition for Thomas Drive. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve the Pole petition by National Grid for Thomas Drive referenced as the Controlpoint Technologies Plan dated 3/15/13 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Selectman Lane returned to the meeting at 8:48PM.

Underground Conduit Petition-Comcast, Technology Drive

Joe Gaudet spoke on behalf of Comcast. He explained that cable service was being extended to 8 Technology Drive.

Audience comments:

Tom Regan, 6 Technology Dr. asked when and how this work would happen. He was shown the plans, and the work was described for him.

Tim Morrell, Property Manager for Association of Wayside at Chelmsford Condominiums, 6 Technology Drive requested more information on timing of work being done by the access and

Approved July 1, 2013

egress for this development and any long term maintenance, as it is an over 55 community. Mr. Gaudet explained the work is bonded, and any problems within the first year would be fixed.

Kathy Robinson, 6 Technology Dr. explained it would create a problem if exits and entrances are blocked. Mr. Gaudet explained there would be a police detail, and only ½ of the driveway would be blocked at any time while work is completed.

Motion: by Selectman Wojtas to close the Public Hearing for the Underground Conduit Petition by Comcast. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve the Underground Conduit Petition for Technology Drive filed by Comcast as referenced under the Comcast Plan dated 3/18/13, with the condition that a road opening permit is obtained as requested by DPW. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

John Sousa-Bond Issuance

Mr. Sousa provided the bid information for the bonds that would cover the FY2013 Capital Plan, Community Preservation Funding for Sheehan Farm, and the refunding of the 2004 Sewer Bond. The new 11 year bond will save over \$400,000.00 due to its lower interest rate. Seven bids were received.

Motion: by Selectman Wojtas to approve the bid award for \$5,052,488.00 in General Obligation bonds to Janney, Montgomery Scott, of Philadelphia, PA, at an interest rate of 1.582884% as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Reports

Hazard Mitigation Grant for Williamsburg Condominiums

MEMA has recommended this grant for approval. A final review and determination will be done. Chairman Hanson has contacted Congresswoman Tsongas's office to request that this grant request be supported.

Underground Utility Project

Annual reports have been filed by National Grid, indicating their work on Phase I should be complete within 2 weeks. Verizon's report shows that they have a deficit of \$470,000.00, and they expect to be done with their work by Memorial Day. They will not continue any work until the deficit has been paid down. Comcast's equipment is completely off the poles, and the Town expects all of its lines to be removed by the end of the week.

Phase II estimates have been requested, and funding will need to be addressed. A Home Rule Petition has been filed requesting permission to use some of National Grid's funds for the Verizon work. Comcast will be charging a surcharge to recoup its costs; they are still finalizing their numbers.

Chelmsford Woods Site Approval Letter

Approved July 1, 2013

Town Meeting action on this project is upcoming. The town received a notice today of a second project being proposed for 273 Riverneck Rd. which will include 8 single family units and a group home.

Other Reports

The rescheduled date for the ABCC appeal of the Triangle Package Store license will be May 22, 2013 at 1:30PM. Town Counsel will be at the hearing; the Board can choose whether to send a representative.

A hearing is scheduled for a tariff proposal regarding LED street lights rates.

The Chapter 90 apportionment letter from the Governor was provided for the Board's review.

Chelmsford was accepted to participate in the Solarize Mass. Program. Marketing efforts will begin. Selectman Wojtas noted that all of the recent energy performance initiatives will add up to considerable energy cost savings for the Town.

Peggy Dunn of 2 Bridge St. requested clarification on why the brook in the center of Town cannot be crossed for the Underground Utility project. Mr. Cohen explained to do so would be prohibitively expensive. A detailed plan is forthcoming. Selectman Lane explained that each utility would need its own waterproof vault, which is much more costly.

Appointments

Energy Conservation Committee

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Gary I. Krauch to the Energy Conservation Committee for a term ending June 30, 2014.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Master Plan Implementation Committee

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Nancy Araway to the Master Plan Implementation Committee for a term ending June 30, 2015.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Meeting Minutes

Special Meeting Minutes-March 27, 2013

Motion: by Selectman Wojtas to approve the Special Meeting Minutes of March 27, 2013 as presented. Seconded by Selectman Lane. Selectman Askenburg abstained, all others in favor. **Motion carries.**

Executive Session Meeting Minutes-March 18, 2013

Motion: by Selectman Wojtas to approve but not release the Executive Session Meeting Minutes of March 18, 2013 as presented. Seconded by Selectman Lane. Selectman Askenburg abstained, all others in favor. **Motion carries.**

Unscheduled Business

Selectmen Positions on Town Meeting Warrant Articles

Approved July 1, 2013

Discussion of Warrant Articles was tabled.

Meeting Schedule

The schedule will be available on the Town website, and can be adjusted as needed. Work sessions and Public Input sessions will be added.

Sign Senate Primary Warrant

Motion: by Selectman Wojtas to sign the Senate Primary Warrant as presented, with the election to be held on April 30, 2013. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Lane:

- Porta-potties are to be installed at the Strawberry Hill and Roberts Field athletic fields.
- The four new firefighters were congratulated on graduating from the Academy.
- A fundraising event for COSS will be held on April 19 at the North Chelmsford Community Center.

Selectman Wojtas:

- The new firefighters were congratulated for their recent achievement
- Len Doolan was congratulated for receiving an award for Blood Drive work.
- The Friday lecture series at the Library this week will discuss the current political situation in Egypt.
- There will be a brush drop-off event at Community Tree on April 13 from 9:00AM-1:00PM.
- The US Senate Primary will be held on April 30. The deadline to register to vote in this election will be April 10. Absentee ballots are available.

Selectman Askenburg:

- The Art exhibit by Paul Pedulla was worthwhile to see.

Chairman Hanson:

- The road in front of the Pond St. Beach will be discussed at the next meeting on April 22.
- Office hours will be held on Thursday at the The Java Room from 5:00-6:00PM.

Press Questions

No one from the press came forward at this time.

Executive Session

Motion: by Selectman Wojtas to enter into Executive Session, not to return to Regular Session for the purpose of discussing Strategy with respect to Collective Bargaining, and Strategy with Respect to Litigation (Bagni). Seconded by Selectman Askenburg.

Roll Call Vote:

Selectman Lane: Aye

Selectman Askenburg: Aye

Approved July 1, 2013

Selectman Wojtas: Aye
Chairman Hanson: Aye

Regular Session was adjourned at 9:45PM

Next Regular Meeting: April 22, 2013.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Announcement for the French Legion of Honor
- List of Committee Vacancies
- Supporting Documents for One Day Beer and Wine Licenses (5)
- Letter of March 4, 2013 from the Chelmsford Lodge of Elks
- Supporting documents for Varney Park Presentation
- Memos of April 2, 2013 regarding Pole and Underground Utility Petitions (3)
- Summary of Bids for General Obligation Bonds
- Letter of March 29, 2013 regarding the Hazard Mitigation Grant Program/Williamsburg
- Letter of March 26, 2013 from National Grid
- Letter of March 26, 2013 regarding Chelmsford Woods Residences
- Letter of March 14, 2013 from National Grid regarding LED streetlights
- Letter of April 1, 2013 regarding Chapter 90 funding
- Committee Applications
- Draft Minutes
- Draft Finance Committee Report regarding 2013 Spring Town Meeting Warrant
- Provisional BOS Meeting Schedule through March 24, 2014.



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A. §18-25

DATE: Monday, April 22, 2013

TIME: 7:00 PM

PLACE: Town Offices ADDRESS: 50 Billerica Road ROOM: 204

AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Arbor Day Proclamations presented to:
 - Chelmsford Garden Club- Kate Crawford & Brenda Lovering, Arbor Day Tree Planting 4/26 3:30 PM at Red Wing Farm
 - Country Lane Garden - Brenda Morris, Arbor Day Tree Planting 4/27 11:00 AM at the Library

Open Session: Up to 30 minutes will be provided to residents for the purpose of public input. Scheduled agenda items may take place during this time once public input is complete.

Committee Vacancies

Scheduled Business

- TREE Committee – Beech Tree
 - Steve Jahnle - Street acceptance - Alexandria Way, Arrowhead Circle and Pleasant Ave
 - Application for Carnival License – St. John's, May 10-12, 2013
 - One Day Beer & Wine – Huntington's Disease Society @ Senior Center, May 17, 2013
 - Roadside Vendor Application – Edgar Turner, 8 Parkerville Rd., May 1 – October 31
 - Class II Auto Dealers License – Overdrive Motors LLC, 297 Littleton Rd
 - Public Hearing – Summer Seasonal Closing of Pond Street
 - Gary Persichetti, Chelmsford Country Club, Clubhouse Facility
 - Change of Manager – Café Madrid, 116 Chelmsford Street
- 7:30 p.m. • Continuation of Public Hearing – Varney Playground Master Plan
- 8:00 p.m. • Continuation of Dog Hearing – 42 Bridge Street, Valerie Kopacz

Town Manager Bid Awards

- a) CHS Flooring

Town Manager Reports

- a) Fire Department Headquarters Project Schedule
- b) DPW Facility Project Update
- c) Chapter 40B Affordable Housing Project at 271-273 Riverneck Road
- d) 495 Interchange Traffic Signal Update

Meeting Minutes

- a) Regular Meeting Minutes, February 25, 2013
- b) Regular Meeting Minutes, March 11, 2013
- c) Regular Meeting Minutes, March 18, 2013
- d) Re-organization Meeting, April 3, 2013

Filed with Town Clerk:

RECEIVED

APR 18, 2013

12:05 PM

TOWN OF CHELMSFORD

ONORINA Z. MALONEY

TOWN CLERK

Unscheduled Business

- a) Vote on Boston Road Pole Petition
- b) Selectmen Positions on Town Meeting Warrant Articles
- c) Selectmen Liaison Assignments
- d) Elect NMCOG Selectman Representative
- e) Schedule Board of Selectmen Work Sessions

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

- a) Strategy with Respect to Collective Bargaining

Adjournment

Next Regular Meeting May 13, 2013

Approved July 1, 2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
April 22, 2013**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:01 PM.

A moment of silence was held in recognition of the Boston Marathon tragedy.

Public Service Announcements

Arbor Day Proclamations presented to:

-Chelmsford Garden Club-Kate Crawford & Brenda Lovering, Arbor Day Tree Planting 4/26/13 at 3:30PM at Red Wing Farm

-Country Lane Garden Club-Brenda Morris, Arbor Day Tree Planting 4/27/13 at 11:00AM at the Library

Representatives of each group provided details about their event. The Proclamation was read by Selectman Wojtas, and accepted on behalf of each group by Ms. Crawford and Ms. Morris.

Open Session

Lynn Marcella and Jeff Hardy spoke on behalf of the Parade Committee to encourage residents to help with the raffle envelope stuffing session being held on April 24, and to encourage participation in the July 4 parade this year. Susan Gates was selected as Parade Marshal this year. Summer banners are available for order.

Town Moderator Richard DeFreitas announced there will be a Moderator's seminar for Town Meeting Representatives held on April 24, 2013 starting at 6:15PM at the Chelmsford Community Center. Applications are being accepted for the three open positions on the Finance Committee.

Susan Gates for the Chelmsford Center of the Arts announced there will be a free concert on April 27, 2013, and an exhibit opening on the same day featuring The Steinway Series by Joanne Gerde.

Scott Millin and Peter Rega spoke on behalf of the Chelmsford Youth Hockey Association to list concerns they would like addressed with the renewal of the Forum contract which is set to occur

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by the end of June. There are issues of higher ice costs, scheduling conflicts with other groups, and maintenance concerns. Mr. Cohen advised their concerns would be considered; at this time, the results of the request for proposals should be ready by May 15, 2013.

Edgar Turner, 8 Parkerville Rd. inquired if there were insurance of certified kitchen requirements to participate in the Farmers' Market. Mr. Cohen advised him to contact the Board of Health.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/> or through the Town Manager's office.

Scheduled Business

TREE Committee-Beech Tree

Andrew Silinsh, Chairman of the TREE Committee, reported the bids received to complete a sculpture were very high, and it is believed the wood will not last long. The Committee recommended cutting off the stump, removing the root system and making a bench out of the stump. The bench could be placed on the Common during the summer months and stored in the winter. The Board was presented with a bag of mulch and a slice of a branch from the tree. The Committee requested approval on pricing the saved wood by the foot to raise money to improve the area where the tree was, and put other trees on the Common.

Motion: by Selectman Wojtas to approve the TREE Committee's recommendation to remove the stump of the Purple Beech Tree on the Town Common and to allow the committee to sell lengths of wood as presented. Seconded by Selectman Askenburg.

Motion carries, unanimous.

Steve Jahnle-Street Acceptance-Alexandria Way, Arrowhead Circle and Pleasant Ave.

The Board was asked to sign off on the documents needed for the street acceptances to be completed at Town Meeting.

Motion: by Selectman Wojtas to approve the layouts of Alexandria Way, Arrowhead Circle, and Pleasant Avenue Extension as presented. Seconded by Selectman Askenburg.

Motion carries, unanimous.

Mr. Jahnle was asked about the easement request for drainage improvements at 14 McFarlin Road. There has been no response to date from the property owner. The warrant article will be postponed until Fall Town Meeting.

Application for Carnival License-St. John's, May 10-12, 2013.

Liliana Lucas was present for questions. The Carnival is being held on Mother's Day weekend in the Church parking lot. There will be additional parking across the street and at nearby businesses. There will be police details each day. The event is open to the general public.

Motion: by Selectman Wojtas to approve a Carnival License and Sunday Entertainment to St. John the Evangelist Parish for the following days and hours: May 10th- 6:00PM-10:00PM, May 11th- 1:00PM-10:00PM, and May 12th-1:00PM-6:00PM. Contingent upon

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providing the Town with an updated License from the Department of Public Safety for East Coast Amusements, a site plan, final approval from the Fire Department, and final Inspection certificate from the State when the rides are set up. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

One Day Beer and Wine License-Huntington's Disease Society@ the Senior Center, May 17, 2013.

David Sousa was present for questions. The event is a fundraiser for Megan Sullivan who suffers from this disease. An informational brochure was provided.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to the Huntington's Disease Society for May 17, 2013 for the hours of 6:00PM-9:30PM, to be exercised on the premises at the Chelmsford Senior Center, 75 Groton Rd. with a seating capacity of 275. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Roadside Vendor Application-Edgar Turner, 8 Parkerville Rd., May 1-October 31

Mr. Turner will be selling fruits and vegetables and plants grown from his garden.

Motion: by Selectman Wojtas to approve a Roadside Vendor License to Edgar Turner, 8 Parkerville Rd., for the sale of vegetables, fruit, herbs, plants and flowers from May 1-October 31, 2013 from 10:00AM-6:00PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Class II Auto Dealers License-Overdrive Motors LLC, 297 Littleton Rd.

Alfred Dentino of Lancaster and Brent Bemis of Boxboro were present for questions. The request is a transfer of an existing license from the previous owner.

Motion: by Selectman Wojtas to approve a Class II Auto Dealers License to Overdrive Motors, LLC to be exercised on the premises at 297 Littleton Rd., with 3 cars for sale on the lot, contingent upon final approval from the Fire Department, Building Department and Community Development. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Public Hearing-Summer Seasonal Closing of Pond St.

Tara Martorella, 9 Lakeside Ave. described the incident that led to the request to close the road for pedestrian safety.

Jeff Apostolakos, 17 Queen St. is the COSS Steward for the site, and confirmed that people drive fast down Pond St., and are commonly looking around and not paying attention to the road. The site is very popular with walkers, bikers and children, and children run across the street between the beach and the playground. He would support the closure.

Sue Carter, 16 Country Club Lane agreed the road should be closed to help the lifeguards focus on the water and not have to worry about what is going on behind them. The road was closed in previous years for the summer months when the beach was privately owned.

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John Morrissey, 25 Parkerville Rd. supported the closing.

A resident of 38 Robin Hill Rd. came forward to support the closing.

Lisa Turner, 8 Parkerville Rd. advised that Pond St. is commonly used as a cut-through for vehicles coming from Rt. 27. People are unloading boats by the boulders on the beach, and the view from the beach is blocked.

Ms. Martorella advised the site is extremely busy, and she encouraged the Town to consider buying the Landry's Automotive site to create additional parking.

Marlene Lynch, 14 Parkerville Rd. asked where the road would be closed off, as she does not want people turning around in her driveway.

Edgar Turner, 8 Parkerville Rd. asked if fencing should be considered.

Chairman Hanson advised that the Police and Fire Departments would support the closing by the fire hydrant and the boat ramp, as long as emergency access was maintained. Mr. Cohen suggested that a warrant article could be drafted for a future Town Meeting to discuss permanently closing this section of the road due to its popular use year round.

Motion: by Selectman Wojtas that the Board of Selectmen close Pond St. in the area between the fire hydrant and the boat ramp for a period beginning April 23, 2013 to November 15, 2013. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Gary Persichetti, Chelmsford Country Club, Clubhouse Facility

Gail Kruglak, 17 Bentley Lane described the three proposals that were discussed with the Permanent Building Committee to address this facility. The proposal with an estimated cost of \$350,000.00 is the one that will be considered at Town Meeting under Article 20. The improvements will be ADA compliant, and seating capacity will remain at 90. Mr. Cohen advised that the improvements would be funded within the current budget. Kevin Osgood explained that existing leagues are only staying in anticipation of the facility being improved.

Change of Manager, Café Madrid, 116 Chelmsford St.

Larry Fadjo & John Gailey were present for questions. The ABCC has not approved the transfer of the alcohol license yet, and the establishment has not been serving alcohol for 11 days. Mr. Gailey is requesting the change on Café Madrid's license until the final transfer takes place through the ABCC, which Mr. Fadjo is agreeable to.

Motion: by Selectman Wojtas to approve a Change of Manager for the Home of the Famous Cuban, LLC d/b/a Café Madrid, from Yazmin Badias Fadjo to John Gailey, Jr., to be exercised on the premises at 116 Chelmsford St. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Continuation of Public Hearing-Varney Playground Master Plan

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A written narrative of the grant application was provided to the Board. The application for the grant is due April 24, 2013. Mr. Belansky is still awaiting several letters of support. Improvements to the snack bar will replicate the services currently offered. Location of a bike rack would be determined in the final site design. Mr. Cohen advised he is also awaiting word on other state funding for this site through Representative Golden's office.

No comments were received from the audience.

Motion: by Selectman Wojtas to close the Public Hearing. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to authorize the filing of the Land and Water Conservation Fund Grant application as presented for the implementation of the Varney Playground Master Plan. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Continuation of Dog Hearing-42 Bridge St., Valerie Kopacz

Ms. Kopacz was not present to provide an update of requested changes in regard to her German Shepherd, Katie. Selectman Lane has received several complaints that the dog has been seen outside without a muzzle, and while driving by the residence he saw no evidence of an enclosure being installed at the residence. ACO Merrill will be asked to go by the home and see what is going on. Ms. Kopacz was advised at her previous appearance that if any complaints were received, the dog would be euthanized. A letter will be delivered in person by the police department advising Ms. Kopacz to appear at the next Board meeting.

Motion: by Selectman Wojtas to continue the Dog Hearing for Valerie Kopacz, 42 Bridge St., to May 13, 2013 at 7:30PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Bid Awards

CHS Flooring

Mr. Cohen requested this discussion be tabled.

Town Manager Reports

Per request of the Town Clerk, residents were reminded to vote in the Senate Primary election on April 30, 2013.

Fire Department Headquarters Project Schedule

Plans are available on the Town's website. A bid award for the first stage of the site work will be requested at the next Board meeting. The second stage will be for the building work.

DPW Facility Project Update

The salt shed construction is completed. Grading and paving will be done next. The project is expected to be complete by the end of June.

Chapter 40B Affordable Housing Project at 271-273 Riverneck Rd.

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The 30 day comment period for the Greenwood Estates proposal began on April 16. Further discussion will take place at the next Board meeting. Selectman Lane would like to hear input from other Town departments.

Rt. 495 Interchange Traffic Signal Update.

Plans are being developed for this project.

Meeting Minutes

Regular Meeting Minutes-February 25, 2013

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of February 25, 2013 as presented. Seconded by Selectman Lane. Selectman Askenburg abstained, all others in favor. **Motion carries.**

Regular Meeting Minutes-March 11, 2013

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of March 11, 2013 as presented. Seconded by Selectman Lane. Selectman Askenburg abstained, all others in favor. **Motion carries.**

Regular Meeting Minutes-March 18, 2013

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of March 18, 2013 as presented. Seconded by Selectman Lane. Selectman Askenburg abstained, all others in favor. **Motion carries.**

Re-Organization Meeting Minutes-April 3, 2013

Motion: by Selectman Wojtas to approve the Reorganization Meeting Minutes of April 3, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Unscheduled Business

Vote on Boston Rd. Pole Petition

Joseph Gleason of Verizon apologized, explaining that he is still trying to obtain a written engineering report. He has been able to obtain a field report, and will continue to pursue the more detailed report if the Board wishes. A pole upgrade would affect multiple poles, and would take a significant length of time and cost. The contour of the road affects the pole line, so the proposed stub pole is the most cost effective method of addressing the situation at this location, as without it, all the poles will start to list over time. Tree guides are losing favor in multiple towns, as trees are more susceptible to breakage. If the request is denied, the property owner will not be allowed to remove the snapped tree until an alternative solution is designed and approved. Mr. Gleason agreed to have a National Grid employee attend future hearings.

Motion: by Selectman Wojtas to approve the Boston Rd. Pole Petition by Verizon and National Grid as presented under "Verizon Plan #65 dated 3/15/13". Seconded by Selectman Askenburg. Selectman Dixon abstained, all others in favor. **Motion carries.**

Selectmen Positions on Town Meeting Warrant Articles

Article 1-Reports of Town Officers and Committees does not need a formal vote.

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Article 2-Complete funding for Byam School Roof and CHS Windows.
This would recommend financing through the Reserve Fund, instead of Borrowing.

Motion: by Selectman Wojtas to recommend approval of Article 2, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 3-Amend Fiscal Year 2013 Operating Budget.
Changes to line budget items were described.

Motion: by Selectman Wojtas to recommend approval of Article 3, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 4-Approve Fiscal Year 2014 Operating Budget.

Motion: by Selectman Wojtas to recommend approval of Article 4, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 5-Approve Fiscal Year 2014 Sewer Enterprise Operating Budget.

Motion: by Selectman Wojtas to recommend approval of Article 5, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 6-Approve Fiscal Year 2014 Golf Course Enterprise Operating Budget.

Motion: by Selectman Wojtas to recommend approval of Article 6, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 7-Approve Finance Committee Reserve Fund

Motion: by Selectman Wojtas to recommend approval of Article 7, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 8-Approve Funding for Collective Bargaining Agreements
No action was taken, as there are no agreements to date.

Article 9-Annual Authorization of Departmental Revolving Funds

Motion: by Selectman Wojtas to recommend approval of Article 9, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 10-Fiscal Year 2014 Capital Budget.
The track at the McCarthy School will be upgraded regardless of the outcome of the Synthetic Turf Fields Article. Other projects were described.

Motion: by Selectman Wojtas to recommend approval of Article 10, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 11-Cemetery Improvement and Development Fund

Motion: by Selectman Wojtas to recommend approval of Article 11, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 12-Community Preservation Fund: FY14 Debt Service, Admin., Expenses and Reserves.

Motion: by Selectman Wojtas to recommend approval of Article 12, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 13-Community Preservation Fund: Rescind Unexpended Appropriations.

Motion: by Selectman Wojtas to recommend approval of Article 13, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 14-Community Preservation Fund-Capital Fund to Rehab/Restore Land for Recreational Use

Motion: by Selectman Wojtas to recommend approval of Article 14, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 15-Community Preservation Fund-Red Wing Farm Parking Lot

Motion: by Selectman Wojtas to recommend approval of Article 15, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 16-Community Preservation Fund-Center Village Master Plan

Motion: by Selectman Wojtas to recommend approval of Article 16, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 17-Community Preservation Fund: Community Housing at 261-267 Littleton Rd.

Motion: by Selectman Wojtas to recommend approval of Article 173, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 18-Synthetic Recreational Fields

Selectman Wojtas advised that her vote is contingent on the acquisition of private funding being secured for this project.

Motion: by Selectman Wojtas to recommend approval of Article 18, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 19-Energy Service Management Agreement Authorization and Borrowing

Selectman Askenburg asked how the years of the project's negative cash flow would be paid for. Mr. Cohen advised that funding would come from the savings realized in other energy projects.

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Selectman Askenburg was not in agreement with the length of the contract as she felt it was too long of a period of time, and she did not support the proposed site of the solar field. Mr. Persichetti explained the contract covers the more expensive projects that were not done previously, so the payback period is longer. He anticipates 10 years of pure profit based on the life of the equipment.

Motion: by Selectman Wojtas to recommend approval of Article 19, as presented.
Seconded by Selectman Lane. Selectman Askenburg opposed, all others in favor.
Motion carries.

Article 20-Chelmsford Country Club Clubhouse

Town Treasurer John Sousa explained that this project will be funded from savings realized from the Benefits and Insurance Account, due to lower than expected expenses in unemployment costs, health insurance rates, and Injured on Duty accounts.

Motion: by Selectman Wojtas to recommend approval of Article 20 as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 21-Oak Hill Parcel-Designate for Conservation Purposes

The land will remain under the control of the Board of Selectmen for three years, after which it will be transferred to the Conservation Commission.

Motion: by Selectman Wojtas to recommend approval of Article 21, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 22-Designation of Town-owned Parcels for Conservation Purposes

There are four parcels to transfer.

Motion: by Selectman Wojtas to recommend approval of Article 22, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 23-Designation a Portion of Town-owned land at 54 Richardson Rd. for a Dog Park.

The designation could be changed in the event the Town has a greater need for a different municipal long term use. The land was acquired in 1955 for general municipal purposes.

Motion: by Selectman Wojtas to recommend approval of Article 23, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 24-Zoning Bylaw: Medical Marijuana

This article adopts zoning regulations and definitions, and amends the use table for a location and would require a Special Permit.

Motion: by Selectman Wojtas to recommend approval of Article 24, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 25-Zoning Bylaw: Medical Marijuana Moratorium

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This article delays implementation of Article 24.

Motion: by Selectman Wojtas to recommend approval of Article 25, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 26-Zoning Bylaw: Delete Billboard Overlay Bylaw and District
Selectman Wojtas suggested delaying this rescission until a church in the area finishes its investigation. Mr. Cohen felt that billboards on private land would not be approved by the Outdoor Advertising Board for the same reasons they were denied on public land. Mr. Belansky explained that OAB regulations were recently revised, and the request was being made to deter pressure on allowing billboards to be placed on private land.

Motion: by Selectman Wojtas to not recommend approval of Article 26, as presented.
Motion fails for lack of a second.

Motion: by Selectman Lane to recommend approval of Article 26, as presented.
Seconded by Selectman Dixon. Selectman Wojtas opposed, all others in favor. **Motion carries.**

Article 27-Zoning Bylaw: Sign Bylaw Amendments
Selectman Wojtas indicated that she did not support this article because she felt it was not enforceable, and not constitutional.

Motion: by Selectman Wojtas to not recommend approval of Article 27, as presented.
Motion fails for lack of a second.

Motion: by Selectman Lane to recommend approval of Article 27, as presented.
Seconded by Selectman Askenburg. Selectman Wojtas opposed, all others in favor.
Motion carries.

Article 28-General Bylaw: Fire Alarm System

Motion: by Selectman Wojtas to recommend approval of Article 28, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 29-General Bylaw: Unleashed Dogs at Dog Park

Motion: by Selectman Wojtas to recommend approval of Article 29, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 30-Street Acceptances: Alexandria Way, Arrowhead Circle, & Pleasant Ave. Extension

Motion: by Selectman Wojtas to recommend approval of Article 30, as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 31-Drainage Easement-14 McFarlin Rd.

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No action was taken on this article as it may be withdrawn.

Article 32-Citizen Petition: Reverse the Board of Selectmen's Decision Not to Enforce the Preservation Restriction on the Property Commonly Referred to as "9 North Rd".

Motion: by Selectman Wojtas to not recommend approval of Article 32, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 33-Citizen Petition: General Bylaw Amendment to Provide for the Election of the Board of Appeals

Town Counsel has advised that this article is not in proper form for a Charter change, therefore, no action was needed.

Article 34-Citizen Petition: General Bylaw Amendment to Amend the Code of Ethics section of the Town Code in regard to Contract Monitoring.

Motion: by Selectman Wojtas to not recommend approval of Article 34, as presented. Seconded by Selectman Dixon. Selectman Askenburg abstained, all others in favor. **Motion carries.**

BOS Liaison Assignments

The list of assignments was read into the record.

Elect NMCOC Selectman Representative

Motion: by Selectman Wojtas to nominate Chairman Hanson as the Board's representative to the Northern Middlesex Council of Governments. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Schedule Board of Selectmen Work Sessions

Discussion tabled to the next meeting.

Selectmen Liaison Reports and Referrals

Selectman Lane:

- Congratulations were given to Walter Hedlund and William Poullos who were awarded the French Legion of Honor for their bravery in World War II.
- There will be a benefit for Jeff Bauman at the Radisson on May 10, 2013, from 7:00-10:00PM.
- The Chelmsford Historic Society is hosting their Guardian Award dinner on May 4, 2013, starting at 4:30PM.

Selectman Askenburg:

- The recent COSS fundraising event brought in almost \$5,000.00, and was attended by approximately 200 people.

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-A letter of opposition to the proposed methadone clinic on 22 Old Canal Drive in Lowell off Stedman St. was requested to be drafted. The letter could receive a formal vote at the next Board meeting with additional discussion once more information was received.

-Mr. Cohen agreed to ask the DPW to follow up on trash pickup at Roberts Field. They will also be asked to look at the damaged roof of the storage shed behind the Fire Station at Roberts Field.

Selectman Dixon:

-Mr. Hedlund and Mr. Poullos were congratulated on their recent award.

-Participants of the 5K race for the Turf Field Project were thanked for their efforts. Chris Ferreira won the Harley motorcycle. Residents were encouraged to visit the site at McCarthy School to see its poor condition and verify the need for this project.

Selectman Wojtas:

-The Library will host a Poetry Slam on April 26, 2013 starting at 7:00PM.

-The One Book author will be at the McCarthy School auditorium on April 48, 2013 at 1:00PM.

-Residents were encouraged to take a first aid course after the events of the recent Boston Marathon. The quick response of first aid responders helped a lot of people, and showed that basic knowledge could be critical.

Chairman Hanson:

-Office hours will be held on Thursday, at The Java Room from 5:00-6:00PM.

Press Questions

No one from the press came forward at this time.

Executive Session

Motion: by Selectman Wojtas to enter into Executive Session, not to return to Regular Session for the purpose of discussing Strategies with respect to Collective Bargaining.
Seconded by Selectman Askenburg.

Roll Call Vote:

Selectman Lane: Aye

Selectman Askenburg: Aye

Selectman Dixon: Aye

Selectman Wojtas: Aye

Chairman Hanson: Aye

Regular Session was adjourned at 10:50PM

Next Regular Meeting: May 13, 2013.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

Approved July 1, 2013

- Arbor Day event announcements & Proclamation
- List of Committee Vacancies
- TREE Committee Recommendations for the Beech Tree Stump
- Supporting Documents for street layouts
- Supporting documents for St. John's Parish, Huntington Disease Society, Roadside Vendor license, Overdrive Motors, Pond St. Public Hearing,
- Chelmsford Country Club Buildout Schedule
- Application for Café Madrid, Change of Manager
- Grant narrative for Varney Playground Master Plan
- Certified Letter for Valerie Kopacz
- Project schedule for Fire Dept. Headquarters
- Draft Minutes
- Memo of April 2 regarding the Pole Petition for Boston Rd.
- Spring Town Meeting Warrant Article Summary
- List of Board of Selectmen Liaison Assignments



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.
As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

RECEIVED

APR 24, 2013

2:55 PM

TOWN OF CHELMSFORD

ONORINA Z. MALONEY

TOWN CLERK

DATE: Monday, April 29, 2013

TIME: 6:30 PM

PLACE: Senior Center ADDRESS: 75 Groton Road ROOM: B06

AGENDA

6:30 p.m. Call to Order

Consideration of Town Meeting Warrant Articles

*Cancelled
J. L. Quinn 4/29/13*



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.
As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

RECEIVED

MAY 1, 2013

2:55 PM

TOWN OF CHELMSFORD

ONORINA Z. MALONEY

TOWN CLERK

DATE: Monday, May 6, 2013

TIME: 6:30 PM

PLACE: Senior Center ADDRESS: 75 Groton Road ROOM: B06

AGENDA

6:30 p.m. Call to Order

Consideration of Town Meeting Warrant Articles

Executive Session with Town Counsel for the purpose of Litigation Update

MATTERS PENDING WITH TOWN COUNSEL

GENERAL LITIGATION

1. DiNapoli v. Vrouhas, Inc., Spiro Vrouhas Individually and the Town of Chelmsford
2. In the Matter of Richard McClure
3. Mazurczyk v. Chief of Police of the Town of Chelmsford
4. Riverview Condominium Trust v. Chingros (Town of Chelmsford)
5. Town of Chelmsford Board of Selectmen v. Vaccaro, et al.
6. Town of Chelmsford v. Vavala d/b/a Traveling Rhino
7. Van Liew v. Eliopoulos v. Hands-On Technology Transfer Inc.
Philip Eliopoulos v. Hands-On Technology Transfer, Inc.
8. Van Liew v. Town of Chelmsford Board of Selectmen, et al.
Middlesex Superior Court, C.A. No. 12-1581

LABOR

9. Local 1839 and Town of Chelmsford

LAND USE

10. Burdo v. Chelmsford Zoning Board of Appeals
11. Diodati, et al. v. Town of Chelmsford, et al.
12. Parlee v. Chelmsford Planning Board
13. Town of Chelmsford, by and through its Building Commissioner/Zoning Enforcement Officer v. O'Mally, et al.

SEWER RELATED LITIGATION

14. Kelly v. Town of Chelmsford (VI)
15. Shyjan, et al. v. Town of Chelmsford, et al.
16. Town of Chelmsford v. Butkiewicz
17. Town of Chelmsford v. Khor
18. Town of Chelmsford v. McCarron
19. Town of Chelmsford v. McDonough
20. Town of Chelmsford v. O'Neil
21. Town of Chelmsford v. Saing

CASES RECENTLY CLOSED

1. USAA Properties v. Chelmsford Board of Assessors
2. Bryson v. Town of Chelmsford

3. Brooks, et al. v. Chelmsford Zoning Board of Appeals
4. Heider et al. v. Chelmsford Zoning Board of Appeals
5. Town of Chelmsford v. Collette
6. Town of Chelmsford v. JayJoe Realty, LLC
7. Town of Chelmsford v. McGovern, et al.
8. Town of Chelmsford v. Rounds
9. Van Liew v. Town of Chelmsford Board of Selectmen, et al.

Approved 7/29/2013

Town of Chelmsford
Board of Selectmen Minutes
75 Groton Road
Chelmsford, Ma 01863

**Work Session Meeting MINUTES
May 6, 2013**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 6:30 PM.

Scheduled Business

Consideration of Town Meeting Warrant Articles

Mr. Cohen provided an overview of the Facilities Union, Clerical Union, and Firefighters Union contracts. Each contract has an increase of 2% for each year over a three year period. Mr. Cohen advised the selectmen that the Highway and Cemetery Unions are going to be represented by different unions and will be voting in July to de-certify.

Motion: by Selectman Wojtas to approve the Memorandum of Agreement Between Town of Chelmsford and AFSCME Local 1703, Council 93 Municipal Facilities, Memorandum of Agreement Between Town of Chelmsford and Chelmsford Firefighters Local 1839, and Memorandum of Agreement Between Town of Chelmsford and AFSCME Local 1703, Council 93 Clerical Employees. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to recommend approval of Town Meeting Article 8 (To see if the Town will vote to raise and appropriate, or transfer from available funds a certain sum of money to be used to fund employee contract agreements between the Town and its collective bargaining units; or act in relation thereto.) Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Executive Session

Motion: by Selectman Wojtas to enter into Executive Session, not to return to Regular Session, for the purpose of discussing pending litigation that could be detrimental to the Town of Chelmsford. Seconded by Selectman Askenburg.

Roll Call Vote:

Selectman Lane: Aye
Selectman Askenburg: Aye

Approved 7/29/2013

Selectman Dixon: Aye
Selectman Wojtas: Aye
Chairman Hanson: Aye

Regular Session was adjourned at 6:43PM

Respectfully Submitted,

Janet Askenburg
Selectman Clerk

TOWN OF CHELMSFORD

BOARD OF SELECTMEN MINUTES – Executive Session

Monday, May 6, 2013

75 Groton Road

Chelmsford, MA 01863

Attending:

Matthew Hanson, Chairman

Patricia Wojtas, Vice Chairman

Janet Askenburg, Clerk

James Lane, Selectman

George Dixon, Jr., Selectman

Paul Cohen, Town Manager

John Giorgio – Kopelman and Paige,

Town Counsel

The Board convened at 6:44PM.

Pending Litigation

Town Counsel provided an overview of current pending litigation. There were brief discussions regarding the In the Matter of Richard McClure and the Van Liew v. Town of Chelmsford Board of Selectmen, et al. cases.

Adjournment:

Motion: by Selectman Wojtas to adjourn at 6:57PM. Seconded by Selectman Askenburg.

Roll call vote:

Selectman Lane: Aye.

Selectman Dixon: Aye.

Selectman Askenburg: Aye.

Selectman Wojtas: Aye.

Chairman Hanson: Aye.

Respectfully submitted,

Janet Askenburg

Selectman Clerk



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A. §18-25

DATE: Monday, May 13, 2013

TIME: 7:00 PM

PLACE: Town Offices ADDRESS: 50 Billerica Road ROOM: 204

AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

Open Session: Up to 30 minutes will be provided to residents for the purpose of public input. Scheduled agenda items may take place during this time once public input is complete.

Committee Vacancies

Scheduled Business

- One Day Beer & Wine – Lisa Smith-Ruvalcaba @ CCA, June 29, 2013
- One Day Beer & Wine – St John the Evangelist, May 19, 2013
- One Day Beer & Wine – CCA Benefit, May 19, 2013
- Common Victualer License – Swaminu Corp. - 269-273 Littleton Road
- Common Victualer License – Rick's Diner – 83 Parkhurst Road
- 7:30 p.m. • Continuation Dangerous Dog Hearing – Valerie Kopacz – 42 Bridge St.
- 7:45 p.m. • All Alcoholic Restaurant License – Festa Realty LLC, 5 Courthouse Lane

Town Manager Bid Awards

- a) Solid Waste Disposal Agreement
- b) Chelmsford Forum Management Agreement
- c) CHS Gym Floor
- d) Gasoline & Diesel Fuel

Town Manager Reports

Appointments

- a) Bicycle and Pedestrian Advisory Commission

Meeting Minutes

- a) Executive Session Minutes, April 8, 2013

Unscheduled Business

- a) Discussion regarding proposed Methadone Clinic at 22 Olde Canal Rd. Lowell, MA
- b) Comments on Proposed Affordable Housing Project at 271 & 273 Riverneck Road

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting May 20, 2013

Filed with Town Clerk:

RECEIVED
MAY 9, 2013
2:55 PM
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Approved 7/15/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
May 13, 2013**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Open Session

Ed Conway, Pastor of the Calvary Church, 131 and 147 Stedman St. urged the Board to oppose the new methadone clinic proposed for 22 Olde Canal Rd. as it is very close to multiple residential homes, 6 houses of worship, a playground and 2 dance studios. There is no direct public transportation to the facility, inadequate vehicle parking and the area is not designed for pedestrian traffic. Chairman Hanson advised this proposal would be discussed later in the meeting.

Eileen Kenney, 140 Stedman St. advised that the City of Lowell did not notify anyone in her 16-unit condo complex that this facility was being planned in their neighborhood. Workers have been seen coming and going from the building, and the proposal has not been formally approved yet.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/> or through the Town Manager's office.

Scheduled Business

One Day Beer & Wine-Lisa Smith-Ruvalcaba @ CCA, June 29, 2013

Ms. Smith explained the event is a wedding, and a TIPS certified bartender was being supplied by the caterer.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to Lisa Smith-Ruvalcaba for June 29, 2013 for the hours of 3:00PM-9:30PM, to be exercised on the premises at the Chelmsford Center of the Arts, 1A North Rd. with a seating capacity of 99. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

One Day Beer and Wine License-St. John the Evangelist, May 19, 2013

Liliana Lucas explained this was a social gathering, and she would be the TIPS certified bartender.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to St. John the Evangelist Parish for May 19, 2013 for the hours of 5:00PM-10:00PM, with a seating capacity of 50. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

One Day Beer and Wine License-CCA Benefit, May 19, 2013

Susan Gates explained that Bernice and Frank Antifonario of Dracut were hosting a benefit for the Steinway piano. The caterer is from New Hampshire and has a pouring license, which is stricter than the Mass. TIPS certification protocols. Selectmen Dixon suggested a letter of acknowledgement be sent to the Antifonarios.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to the Chelmsford Center for the Arts for May 19, 2013 for the hours of 2:00PM-6:00PM, to be exercised on the premises at 1A North Rd. with a seating capacity of 200. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Common Victualer License-Swaminu Corp.-269-273 Littleton Rd.

Mayank Patel explained the tenants will be Subway and Honey Dew Donuts, and he anticipates opening for business by July 4, 2013.

Motion: by Selectman Wojtas to approve a Common Victualer License to Swaminu Corporation, d/b/a Subway and Honey Dew Donuts, to be exercised on the premises at 269-273 Littleton Rd. with a seating capacity of 20, for the hours of: Weekdays & Saturdays 5:00AM-11:00PM and Sundays 5:00AM-6:00PM, contingent upon final inspections by the Building Department, Fire Department, and Board of Health and evidence of workers compensation coverage.

The applicant advised there was a change in Sunday hours to 6:00AM-10:00PM.

Motion amended: by Selectman Wojtas to approve a Common Victualer License to Swaminu Corporation, d/b/a Subway and Honey Dew Donuts, to be exercised on the premises at 269-273 Littleton Rd. with a seating capacity of 20, for the hours of: Weekdays & Saturdays 5:00AM-11:00PM and Sundays 6:00AM-10:00PM, contingent upon final inspections by the Building Department, Fire Department, and Board of Health and evidence of workers compensation coverage. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Common Victualer License-Rick's Diner-83 Parkhurst Rd.

Rick Couture explained the restaurant will keep the same layout, and will be open for breakfast and lunch only. In time, he may decide to offer dinner.

Motion: by Selectman Wojtas to approve a Common Victualer License to Rick's Diner, to be exercised on the premises at 83 Parkhurst Rd. Unit 17, for the hours of 6:00AM-

9:00PM seven days per week, with a seating capacity of 44 contingent upon providing evidence of workers compensation coverage. Seconded by Selectman Askenburg.

Motion carries, unanimous.

Town Manager Bid Awards

Solid Waste Disposal Agreement

Nick Parlee explained that this extension is part of a seven town agreement with Covanta. Chelmsford will account for 1/8th of the facility's capacity. The Town's current contract with Covanta is scheduled to expire in 2 years with tipping fees of \$73./ton in FY14 and \$75./ton in FY15. There is a lower cost of disposal at \$68.00/ton for both FY14 and FY15, which should translate into approximately \$60,000.00 in savings per year. The current cost is \$71.00/ton. This will not affect the recycling contract.

Motion: by Selectman Wojtas to approve the Town Manager's bid award for solid waste disposal agreement extension to Covanta, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Chelmsford Forum Management Agreement

Facility Management Corp. was the only bidder, and is the current provider. The agreement includes a \$50,000.00 annual fee to the Town, and incorporates \$310,000.00 in capital improvements over the length of the three year contract. The maintenance and management plan outlined in the RFP will be adhered to. The Town Manager noted that the Town of Chelmsford has an option to purchase the facility in 2016. The current Zamboni is 20 years old and will be held as a backup unit. Hockey Association concerns will be addressed and can be resolved. Market value of the facility and equipment will be determined in 2016.

Motion: by Selectman Wojtas to approve the Town Manager's bid award to Facility Management Corporation as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Continuation of Dangerous Dog Hearing-Valarie Kopacz-42 Bridge St.

Ms. Kopacz was not present, but did send a written request for continuance to June 3, 2013. ACO Erik Merrill has attempted to contact Ms. Kopacz on numerous occasions without success. He has received anonymous calls relating to Katie being out in a vehicle without a muzzle, but he has not been able to confirm this. People are unwilling to come forward in fear of retaliation. He has not seen the dog out at all. He saw no evidence of the enclosure being constructed. There is a tether constructed between two trees. Ms. Kopacz has a separate legal issue pending with him, and has not been cooperative. The prior decision regarding Katie has not been appealed at the district court level.

Selectman Dixon suggested hand-delivering a letter to Ms. Kopacz instructing her to begin work on the enclosure as soon as possible.

Motion: by Selectman Lane that the request for a continuance to June 3, 2013 by Valarie Kopacz be denied, and that she has 14 days from this day to get the enclosure installed or the dog will be euthanized. Seconded by Selectman Dixon.

Mr. Cohen read the motion from the previous hearing indicating the dog had to be muzzled and restrained until further notice. It did not address a time frame for construction of the enclosure. Putting a penalty of euthanasia on failure to complete requested work may not be legal, since Ms. Kopacz has not violated the technical language of the motion in her failure to complete the enclosure.

Amended Motion: by Selectman Wojtas to continue the Dangerous Dog Hearing for Valarie Kopacz to June 3, 2013, and Ms. Kopacz must appear to show there has been progress on the construction of the enclosure.

ACO Merrill explained Ms. Kopacz was seeking counsel, but no letter of representation has been received. Reports have been requested. Chairman Hanson suggested Ms. Kopacz be asked to appear at the May 20, 2013 meeting to be advised on what she needs to do.

Amended Motion: by Selectman Lane to hand-deliver a letter to Ms. Kopacz requesting her appearance at the BOS meeting on May 20, 2013 at 7:30PM, and advising that if she fails to appear, she runs the risk of having her dog euthanized. She will be requested to provide a date of installation for the dog's enclosure at that time. Seconded by Selectman Dixon. **Motion carries, unanimous.**

All Alcoholic Restaurant License-Festa Realty LLC, 5 Courthouse Lane

Attorney Phillip Eliopoulos spoke on behalf of the applicant. The applicant is the owner of the property, the fitness club, and now the pub. Total capacity is 99 inside and 51 outside; seating capacity is 49 inside and 24 outside, and does not require the installation of a sprinkler system. Plumbing for the bathroom and pub sink has been completed and inspections will be requested this week. ADA parking spaces will be striped on May 14, and will be inspected. Per the Fire Department safety inspection the exterior stair repairs will be completed prior to the next Board meeting.

No comments were received from the audience.

Sewer has been tied in as of October, 2012. The grease trap has not been replaced yet but will be. There will be no live entertainment outside.

Motion: by Selectman Wojtas to continue the All Alcohol Restaurant License Hearing for Festa Realty LLC to May 20, 2013 at 7:30PM, per Board policy. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

CHS Gym Floor

Three bids were received for this project; work will be done over the summer vacation.

Motion: by Selectman Wojtas to approve the Town Manager's bid award for the CHS gym floor refurbishing and upgrade to New England Sports Floors, of Lowell, MA in an

amount not to exceed \$86,200.00. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Gasoline & Diesel Fuel

This is a one year contract that is being done in collaboration with 14 other communities. The Towns are seeing lower consumption due to having more fuel efficient vehicles.

Motion: by Selectman Wojtas to approve the Town Manager's bid award for Vehicle Gasoline & Diesel fuel to Dennis K. Burke, Inc. for the following prices: Unleaded Gasoline (Min 87 Octane Delivered): +.0322, Unleaded gasoline (Min 89 Octane Delivered): +.0322, Super Unleaded Gasoline (Min 93 Octane Delivered): +.0322, ULSD Engine fuel (Delivered): +.0052 and ULSD Engine fuel w/5% Bio-Diesel Blend (Delivered): +.0252. (Price is the amount the Town will add to the Journal of Commerce daily price report for Boston on the day of delivery). Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Reports

Applicants will be requested to fill positions on the Oak Hill Site Plan Committee. The Committee will consist of 3 residents, 1 Board of Selectmen representative and 1 Conservation Commissioner. The Committee will discuss site issues such as the bridge, parking lot, fencing, access to parking, the salt shed area, trails and boundaries, and would work with the Town Engineer on these items. A Conservation Restriction will also be discussed.

Bids for the turf fields and fire station are due over the next two weeks.

Work done at the North Town Hall was recognized by the Massachusetts Historic Commission with a historic preservation award that will be presented in Boston on May 23.

A new 20-year sewer treatment agreement will be discussed at the meeting of June 3. This will be a uniform agreement with Dracut, Tewksbury, Chelmsford, Tyngsboro and Lowell.

A Solar Net Metering agreement will be discussed at a future meeting that involves selling excess energy credits generated from the Bolton site to the Town of Dracut.

An agreement with the Chelmsford Housing Authority will be discussed at the June 3 meeting regarding building and landscape maintenance at the Chelmsford Senior Center, due to the retirement of John Maleski. Santiago Rios will remain as the Center's custodian.

Katherine Canavan has been hired as the new Facilities Manager.

Deputy Police Chief Scott Ubele will be retiring from the Police Department as of May 31.

The Chelmsford Police will be conducting Police Memorial Day services on Wednesday, May 15, 2013 at Forefathers Cemetery.

Appointments

Bicycle & Pedestrian Advisory Committee

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Karen Taylor to the Bicycle and Pedestrian Advisory Committee for a term ending June 30, 2014. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Meeting Minutes

Executive Session Meeting Minutes-April 8, 2013

Motion: by Selectman Wojtas to approve but not release the Executive Session Meeting Minutes of April 8, 2013 as presented. Seconded by Selectman Askenburg. Selectman Dixon abstained, all others in favor. **Motion carries.**

Unscheduled Business

Discussion regarding proposed Methadone Clinic at 22 Olde Canal Rd., Lowell, MA

Selectman Askenburg visited the proposed site, and was told the clinic expects to serve up to 600 patients per day. There are many residences close to the site, and there is a preschool about one mile away. The Westford St. bus stop is about ½ mile away, which will create increased foot traffic in an area with no sidewalks. Selectmen Lane, Askenburg and Hanson will attend the Public Hearing in Lowell on May 30th at 6:30PM to voice their concerns regarding traffic impacts, school and public safety. A letter of protest will be drafted and reviewed by Town Counsel.

Motion: by Selectman Askenburg to draft a letter of opposition to the Lowell Zoning Board of Appeals regarding the location of a proposed methadone clinic at 22 Olde Canal Rd, Lowell, to be reviewed by Town Counsel and the Board of Selectmen prior to sending. Seconded by Selectman Dixon. **Motion carries, unanimous.**

Comments on Proposed Affordable Housing Project at 271& 273 Riverneck Rd.

The Housing Advisory Board has voted to recommend this project. No one was present on behalf of the applicant to discuss the matter. Staff comments and concerns will be forwarded to DHCD. The project consists of 8 homes and 1 group home. Five of the homes will be deemed "affordable".

Motion: by Selectman Wojtas to submit a letter DHCD, which will include departmental comments regarding a proposed housing development at 271-273 Riverneck Rd. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Lane:

- The Town Manager and Town Meeting Representatives were thanked for their efforts for a successful Spring Town Meeting.
- Congratulations to the North Chelmsford Village Association for receiving a Guardian Award for their commitment to the North Town Hall building.

Approved 7/15/2013

- Two Garden Clubs were thanked for their work planting trees for Arbor Day at Red Wing Farm and the Library.

Selectman Askenburg:

-The Chelmsford High School Performing Arts Department was congratulated for being nominated for 16 TAMY awards for their performance of Phantom of the Opera.
- The Board was asked to consider a 7:00PM start time for Fall Town Meeting. This will be discussed at a future meeting.

Selectman Dixon:

-Former Deputy Police Chief Scott Ubele was thanked for thirty years of service to the Town.
-James spinney was congratulated on becoming the new Deputy Police Chief.
-Town Meeting Representatives were thanked for their support of the Turf Field Article. Many people have worked very hard for this initiative.

Selectman Wojtas:

-Eric Williams was congratulated on achieving Eagle Scout status.
-Agway will host a cook-out to benefit the Military Community Covenant on May 18, 2013 from 11:00AM-2:00PM. Everyone is welcome.
-The Library will host a presentation on May 16 at 7:00PM called "Who's Tracking You Online".
-The Library is hosting a book drop-off on Saturday May 18 from 9:00AM-12:00PM.

Chairman Hanson:

-The Turf Field Golf fundraising event held today was very successful, with lots of support.
-Office hours will be held on Thursday, at The Java Room from 5:00-6:00PM.

Press Questions

Andy Sylvia of The Patch verified that the dog in tonight's Dangerous Dog Hearing was named Katie.

Mr. Cohen agreed to follow up on putting the roll call vote for Article 32 at Spring Town Meeting on the Town website.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: May 20, 2013.

Motion: by Selectman Wojtas to adjourn this meeting at 8:45PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

Approved 7/15/2013

- List of Committee Vacancies
- Supporting Documents for all One Day Beer and Wine Licenses
- Supporting documents for all Common Victualer Licenses
- Memo of April 19, 2013 regarding Solid Waste Disposal Agreement
- Executive Summary of Chelmsford Forum Management Proposal
- Memo of May 8, 2013 from Valerie Kopacz
- Memo of May 1, 2013 regarding CHS Gym Floor
- E-mail of April 30, 2013 regarding Vehicle Gasoline & Diesel Fuel
- Committee Application-BPAC
- Draft Minutes, not to be released
- Supporting documents regarding 273 Riverneck Rd.



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A. §18-25

DATE: Monday, May 20, 2013

TIME: 7:00 PM

PLACE: Town Offices

ADDRESS: 50 Billerica Road

ROOM: 204

AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Memorial Day Proclamation
- Certificate for Dean Contover - 20 Years of Service on the Selective Service System Board

Open Session: Up to 30 minutes will be provided to residents for the purpose of public input. Scheduled agenda items may take place during this time once public input is complete.

Committee Vacancies

Scheduled Business

- One Day Beer & Wine License – Sage Crossing Foundation, Garrison House, 6/8/13
- One Day Beer & Wine License – Karen Brien, NCCC, 6/9/13
- 7:30 p.m. • Continuation of Public Hearing -All Alcoholic Restaurant License – Festa Realty LLC, 5 Courthouse Lane
- 7:30 p.m. • Dangerous Dog Hearing – Valerie Kopacz – 42 Bridge St.
- 7:45 p.m. • Update on status of All Alcohol Package Store License – Hi-Way Farm Market (Change of Location)
- 8:00 p.m. • Chelmsford Water District Annual Update

Town Manager Bid Awards

- a) DPW Materials
- b) Synthetic Turf Fields
- c) Fire Station – Phase I Site Work

Town Manager Reports

- a) Notice of Appointment Oak Hill Site Plan Committee
- b) DLTA VI Projects
- c) Northern Middlesex Stormwater Collaborative

Meeting Minutes

- a) Executive Session Minutes, April 22, 2013

Unscheduled Business

- a) Approve draft letter regarding the proposed Methadone Clinic at 22 Olde Canal Rd., Lowell, MA

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session: For the purpose of discussing pending litigation

Held

Next Regular Meeting June 3, 2013

Filed with Town Clerk:

RECEIVED

MAY 16, 2013

2:55 PM

TOWN OF CHELMSFORD

ONORINA Z. MALONEY

TOWN CLERK

Approved 7/29/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Regular Meeting MINUTES
May 20, 2013**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

**Public Service Announcements
Memorial Day Proclamation**

Regina Jackson announced the Memorial Day parade will start at 10AM on May 27, 2013 starting at the Legion Post 90 on Groton Rd. in North Chelmsford. Other activities were described, and there will be an Open House at the North Chelmsford Community Center until 1PM. Everyone is welcome.

Certificate for Dean Contover-20 years of Service on the Selective Service System Board
Tabled until Mr. Contover arrives.

Open Session

Tom Christiano, 6 Drew Circle invited the public to a Town Coffee being held at Weston Nurseries on May 23 from 8-10AM.

Jack Luskin, 34 Stedman St., voiced concern about the proposed Methadone clinic and the safety hazards created by increased pedestrian and vehicle traffic, which will increase even more if the Roarke Bridge is replaced, as is currently being studied.

Barry Van White, 15 Buckman Dr. voiced his concern with the methadone clinic with the land that was purchased for a children's playground and conflicts for the seniors living on nearby Smith St.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us/> or through the Town Manager's office.

Scheduled Business

One Day Beer and Wine License-Sage Crossing Foundation, Garrison House, June 13, 2013

Linda Cox, trustee, was present for Sage Crossing Foundation. The event is a fundraiser for autism, and they expect about 80 people.

Ms. Cox explained they are also working with Phil Jones on bio-nutrient farm projects and farmsteading.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to the Sage Crossing Foundation for June 13, 2013 for the hours of 6:30PM-10:30PM, to be exercised on the premises of the Garrison House with a capacity of 80, contingent upon Board of Health Approval. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

One Day Beer and Wine License-Karen Brien, NCCC June 9, 2013

Ms. Brien explained she is TIPS certified, and the event is a baby shower.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to Karen Brien for June 9, 2013 for the hours of 1:00PM-6:00PM, to be exercised on the premises at the North Chelmsford Community Center, with a seating capacity of 88. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Bid Awards

DPW Materials

This is an annual award for DPW materials in 10 categories for the upcoming year. A list of the bids was provided.

Motion: by Selectman Wojtas to approve the Town Managers bid awards for DPW building materials as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Welcome to the New Facilities Manager

Kathleen Canavan was asked to introduce herself and she provided her background.

Town Manager Bid Awards

Synthetic Turf Fields

Gary Persichetti explained the low bidder worked on turf fields in Westford, and their references were positive. Work is expected to begin on June 4, 2013. Brian Milisci explained that at Chelmsford High School there would be no changes to the bleachers on the home side. The stairway for the away side would be moved to the other side of the bleachers to allow room for an ADA compliant path to access the bleachers.

The eight lane track for McCarthy Middle School is included in the bid. At this time there is not enough funding to include the lighting and other minor work.

Both projects will be started at the same time, but the High School will be finished first so the varsity teams can begin their practices.

Motion: by Selectman Wojtas to approve the Town Manager's Bid Award for the Synthetic Turf Fields at McCarthy Middle School and Chelmsford High School to Green Acres of Lakeville, MA in an amount not to exceed \$ 2,378,909.00. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Fire Station Headquarters-Phase I Site Work

Pat Maloney of the Permanent Building Committee explained Phase I will complete the rear parking lot, curbage, drainage, utilities and paving. Three bids were received. The low bidder completed the Alpha Rd. site work and did it very well. Selectman Wojtas suggested that employees park at the far end of the parking area to leave room for visitors.

Motion: by Selectman Wojtas to approve the Town Manager's bid award for Phase I site work for the Fire Station Headquarters to Boucher Construction of Leominster, MA in an amount not to exceed \$438,006.00. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Certificate for Dean Contover-20 years of Service on the Selective Service System Board

The Certificate was read by Selectman Wojtas, and accepted by Mr. Contover, who thanked the Board for the opportunity to serve the Town in this capacity.

Continuation of Public Hearing-All Alcohol Restaurant License-Festa Realty, LLC, 5 Courthouse Lane

Atty. Angelique Eliopoulos was present on behalf of the applicant. Mr. Festa was also present. The handicapped parking spaces have been striped and the interior plumbing is done. Both will be inspected. The stairwell is expected to be completed the first week of June. The occupancy is more than the seating. There were no comments from the audience.

Motion: by Selectman Wojtas to close the Public Hearing for the All Alcohol License for Festa Realty, LLC. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve an All Alcoholic Beverages License, and an Entertainment License to Festa Realty, d/b/a Courthouse Pub, to be exercised on the premises at 5 Courthouse Lane, with a seating capacity of 49 inside and 24 outside for the hours of: 11:00AM-1:00AM Weekdays and 12:00PM-1:00AM on Sundays. Contingent upon final inspections from the Board of Health and Building Department. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Dangerous Dog Hearing-Valarie Kopacz-42 Bridge St.

Ms. Kopacz and Animal Control Officer Erik Merrill were sworn in. Ms. Kopacz asked if she could provide information to the Board that she did not want to make public. Mr. Cohen advised her that anything she submits to the Board becomes public record once it is provided.

Ms. Kopacz explained she felt she was being slandered, and no attorney has agreed to take her case. She is relying on help from an attorney friend in California.

Ms. Kopacz requested clarification on the depth of the required fencing. Regarding the numerous complaints, Katie has been muzzled at athletic games in Chelmsford, and she has been unmuzzled at open spaces in other communities without incident. Katie has been getting training through Abby Kennels for the last month. She has not been loose at home. Photos of the area she would like to make the enclosure were provided to the Board. She hopes to start the work this weekend, as she's been very busy. Chairman Hanson read the fencing requirements from the statute into the record again. Officer Merrill explained the dog is required to be muzzled anywhere in the state of Massachusetts. Ms. Kopacz indicated she will research how to appeal the decision of this dog being classified as "dangerous" after Katie has completed her training. Ms. Kopacz agreed to contact the Town Manager's Office prior to June 3 once the enclosure work has been completed so that it can be inspected. Another officer may need to confirm that the fencing is embedded 2 feet into the ground if Officer Merrill is unavailable.

Motion: by Selectman Wojtas that Valarie Kopacz and Officer Merrill will return on June 3, 2013 to confirm all enclosure construction is completed as described, and the Dangerous Dog Hearing is continued to June 3, 2013. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Update on status of All Alcohol Package Store License-Hi-Way Farm Market (Change of Location)

Rick Stanichuk advised he will return for the June 3, 2013 meeting once the lease on a new location on Littleton Rd. has been signed.

Chelmsford Water District Annual Update

George Allan announced that this year is the District's centennial, and their original facility is being restored as an educational exhibit. Events for their June 22 Celebration were listed, and are open to the public. A history of the District's work, conservation measures, outreach efforts and recent activities were listed. Public tours are available to anyone who is interested.

Town Manager Reports

Notice of Appointment Oak Hill Site Plan Committee

The appointments for this committee will be made at the June 3 meeting. The committee will consist of 3 resident members, 1 Selectman member and 1 Conservation Commissioner.

DLTA VI Projects

NMCOG has funding available that must be spent on planning for housing, growth, and regionalization studies. They hope to do a survey of Rt. 129 businesses to identify concerns and plans for the area.

Northern Middlesex Stormwater Collaborative

Mr. Persichetti and Mr. Jahnle have attended workshops, and NMCOG will be forming an advisory committee related to this initiative.

Other Reports

A municipal bond issuance will be bid in July for \$33 million. A school bond will be refinanced which will generate a savings of about \$750,000.00.

Meeting Minutes

Executive Session Meeting Minutes-April 22, 2013

Motion: by Selectman Wojtas to approve but not release the Executive Session Meeting Minutes of April 22, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Unscheduled Business

Approve draft letter regarding the proposed Methadone Clinic at 22 Olde Canal Rd., Lowell, MA

The draft was reviewed by Town Counsel, and there were no further questions from the Board.

Motion: by Selectman Wojtas that the Board of Selectmen submit the letter regarding the Proposed Methadone Clinic in Lowell to the Lowell Zoning Board of Appeals as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

A request will be made to allow Board members to be added to the Lowell Zoning Board of Appeal's agenda.

Selectmen Liaison Reports and Referrals

Selectman Lane:

- Flag placements at Pine Ridge Cemetery, in preparation for Memorial Day, took an hour to complete; the result looks impressive.
- Fencing was installed and painted at Sunny Meadow Farm as a project between COSS and volunteers from local businesses Kronos and Puma.
- The Garden Club planted a flower bed at Heart Pond.
- A new greenhouse is being installed at Sunny Meadow Farm.
- Cars parked at Progress St. have blocked access for other business vehicles. Mr. Cohen agreed to look into the matter as a public safety issue.

Selectman Askenburg:

- The Chelmsford High School graduation ceremony will be held on June 1, starting at 6PM at the George Simonian Alumni Stadium. Rain date will be June 2, 2013.
- The School Committee will hold a Public Input Session on May 28, 2013 from 7-9PM at McCarthy Middle School.
- A small ceremony will be held for the naming of John Peters Way by the Harrington School on May 21, 2013.

Selectman Dixon:

- The Fire Department was congratulated for their efforts in containing the fuel spill on Rte. 3 which occurred last Friday evening.

-Selectman Dixon apologized for his poor choice of words during the Dog Hearing. He hopes this issue is resolved as soon as possible.

Selectman Wojtas:

-Agway was thanked for their hosting of a cookout last Saturday, with proceeds donated to the Chelmsford Military Community Covenant. Over \$275.00 was raised.

-The Congressional Art Competition reception is being held at the Main Library on May 29, 2013 starting at 5:30PM.

Chairman Hanson:

-Members of the Sage foundation are very excited about the partnerships being formed in the Town.

-Residents were reminded about the Town Coffee at Weston Nursery on May 23, 2013.

-Office hours will be held on Thursday, at the Java Room from 5-6PM.

Press Questions

Grant Welker of the Lowell Sun asked about the Town Manager bid awards for DPW materials; Mr. Cohen will provide a list to him.

Executive Session

Motion: by Selectman Wojtas to enter into Executive Session, not to return to Regular Session, for the purpose of discussing pending litigation. Seconded by Selectman Askenburg.

Roll Call Vote:

Selectman Lane: Aye

Selectman Askenburg: Aye

Selectman Dixon: Aye

Selectman Wojtas: Aye

Chairman Hanson: Aye

Regular Session was adjourned at 8:52PM

Next Regular Meeting: June 3, 2013.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

-Memorial Day Proclamation

-List of Committee Vacancies

-Supporting Documents for One Day Beer & Wine Licenses

-List of DPW Bid Awards

-Supporting documents for bid awards on Synthetic Turf Fields and Fire Department Phase I site work

Approved 7/29/2013

- Certificate of Recognition for Dean Contover
- Supporting documents for Festa Realty, LLC
- Letter of May 14, 2013 to Valarie Kopacz, and supporting photos provided by Ms. Kopacz
- Chelmsford Water District Presentation
- Note of May 15, 2013 regarding the Oak hill Site Plan Committee
- Letter of May 14, 2013 from NMCOG regarding planning objectives
- Draft minutes
- Draft Letter to Lowell Zoning Board of Appeals



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A. §18-25

DATE: **Monday, June 3, 2013**

TIME: **7:00 PM**

PLACE: **Town Offices** ADDRESS: **50 Billerica Road** ROOM: **204**

AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Arts & Technology Education Fund Grant Awards

Open Session: *Up to 30 minutes will be provided to residents for the purpose of public input. Scheduled agenda items may take place during this time once public input is complete.*

Committee Vacancies

Scheduled Business

- One Day Beer & Wine License – Jazzy Plus Inc., CCA, 6/13/2013
 - Common Victualer License - Orange Leaf Frozen Yogurt, 41-46 Drum Hill Rd
- 7:30 p.m.
 - Continuation of Dangerous Dog Hearing – Valarie Kopacz 42 Bridge Street
 - Update on status of All Alcohol Package Store License – Hi-Way Farm Market

Town Manager Reports

- a) Solar Net Metering Agreement w/ Dracut
- b) Agreement w/ CHA and Senior Center re: maintenance

Appointments

- a) Oak Hill Site Plan Committee
- b) Annual Committee Appointments

Unscheduled Business

- a) Sign Special State Election Warrant

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting June 17, 2013

Filed with Town Clerk:

RECEIVED
MAY 30 2013
2:55 PM
TOWN OF CHELMSFORD
ANDRWAZ MEMIKY
TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
June 3, 2013**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

Arts and Technology Education Fund Grant Awards

Kirk Marshall, ATEF Chairman, thanked the community for its ongoing support of this program, and summarized application requirements and funding sources. Grant recipients were present to receive their award acknowledgement and congratulations.

The committee will have a booth at the July 4th Country Fair.

Open Session

Richard DeFreitas, Town Moderator, announced that he is seeking additional applications for the three Finance Committee openings. He plans to make a decision in two weeks. Regarding Town Meeting procedure, he felt Article 33 should have been pulled, and the petitioner should have been given more support by Town Counsel by reviewing the Article to ensure it was in proper form. Mr. Cohen read language from MGL Ch. 39, Section 10 which allowed the petition to be heard. Selectman Wojtas offered to send clarifying information regarding Charter changes electronically to Mr. DeFreitas.

Deb Taverna, Garrison House Committee, invited the public to attend a Flag Day Ceremony at the Garrison House on June 14, 2013 starting at 3:30PM.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Scheduled Business

One Day Beer and Wine License-Data Plus Inc., CCA June 13, 2013

Bruce Bensetter explained the event is to celebrate the 40th anniversary of the Company's founding. TIPS certification and insurance information is on file.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to Data Plus for June 13, 2013 to be exercised on the premises at the Chelmsford Center for the Arts, for the hours of 6:30PM-10:30PM, with a capacity of 88. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Common Victualer License-Orange Leaf Frozen Yogurt, 41-46 Drum Hill Rd.

Amar Hirani of Lexington was present on behalf of the applicant. The actual physical location of the business is 65 Drum Hill, and the sign off sheet should be completed by Wednesday, June 5.

Motion: by Selectman Wojtas to approve a Common Victualer License to Orange Leaf Frozen Yogurt, to be exercised on the premises at 41-65 Drum Hill Rd., for the hours of 11:00AM-11:00PM, seven days a week, with a seating capacity of 42, contingent upon providing evidence of Workers Compensation Insurance and the Departmental Sign Off Sheet. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Update on Status of All Alcohol Package Store License-Hi-Way Farm Market

Attorney. Shawn Dillon, Central St., Lowell explained he will come forward with a future request to transfer the license and location simultaneously. The new location is 313 Littleton Rd., and the proposed new owners are Maria Caires, 10 Parkerville Rd., and Ludovina Santos, 65 Proctor Road, both of Chelmsford. They hold a similar license in another town, and have been in business for 9 years.

Town Manager Reports

Agreement with Chelmsford Housing Authority and Chelmsford Senior Center re: Maintenance

Deb Siriani, Senior Center Director, explained the Memorandum of Understanding was created to make changes now that John Maleski has retired. Several Senior Center employees will be promoted to assume some of Mr. Maleski's former responsibilities. The CHA will assume grounds maintenance for the Senior Center, since they already do this for their property behind the center. The MOU is for a one year period with a review at 6 months, and can be renewed annually. The MOU can be adjusted as needed.

Motion: by Selectman Wojtas to approve the Memorandum of Understanding between the Chelmsford Housing Authority and the Town of Chelmsford, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Solar Net Metering Agreement with Dracut

Mr. Cohen explained the agreement seeks to transfer one megawatt of excess energy generated by the solar voltaic generation facility located at 125 Still River Rd. in Bolton to the Town of Dracut. He will attend a meeting in Dracut, as they are still reviewing the document. The agreement will work within other performance contracts, which allow the Town to re-assign capacity as needed.

Motion: by Selectman Wojtas to approve the Solar Net Metering Contract between the Town of Chelmsford and the Town of Dracut, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Continuation of Dangerous Dog Hearing-Valarie Kopacz 42 Bridge St.

Ms. Kopacz explained she began the excavation for the enclosure and got one foot down when she hit the concrete foundation of the house. Officer Merrill advised the fence would have to be permanently anchored to the foundation. Chairman Hanson advised Ms. Kopacz to continue the work, and requested that she provide 1-2 days' notice during the week to the Town Manager so an officer could inspect the work.

Motion: by Selectman Wojtas to continue the Dangerous Dog Hearing for Valarie Kopacz to June 17 at 7:30PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Appointments

Oak Hill Site Plan Committee

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Paul F. Gleason, Jim Murray, and Phil Stanway as citizen representatives, David McLachlan as Conservation Commission representative, and Selectman Pat Wojtas as Board of Selectman representative to the Oak Hill Site Plan Committee. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Selectman Lane clarified the mission of this committee.

Annual Committee Appointments

Selectman Askenburg recused herself from the meeting during the discussion and approval of the appointment to the Board of Assessors.

Motion: by Selectman Wojtas to approve the Town Manager's reappointment of Sam Chase to the Board of Assessors. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve the list of Annual Town Manager appointments as amended. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve the Annual Board of Selectmen Appointments as amended. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Unscheduled Business

Sign Special State Election Warrant

Motion: by Selectman Wojtas to sign and post the Special State Election Warrant for U.S. Senator, for June 25, 2013 as presented. Seconded by Selectman Askenburg.
Motion carries, unanimous.

Selectmen Liaison Reports and Referrals

Selectman Lane:

- All recent High School graduates were wished best of luck. Mr. O'Keefe did a spectacular job with his speech.
- Selectman Lane requested a letter be drafted in support of Bill # 2843 which will provide leverage for municipalities trying to address double utility poles and stub poles. Chairman Hanson agreed to draft this letter for formal approval at the next meeting.
- Selectman Lane wished to respond to a comment made by a Lowell Zoning Board member regarding Chelmsford's response to social services within its borders. He listed programs sponsored by the Table of Plenty, the Chelmsford Food Pantry, and the Chelmsford Housing Authority as venues for how many needs are met for anyone who requires them. Selectman Askenburg agreed to draft a letter summarizing Chelmsford's programs, and will include efforts by the school district to help homeless students.

Selectman Askenburg:

- The Town Manager was thanked for his efforts in securing the Heart Pond beach area. The barricade is where it belongs.
- The Town Manager was asked to look into the condition of playground equipment at Friendship Park at Roberts Field, as several swings are broken.
- Selectman Askenburg provided an additional definition of a "double pole" and would like it included in the letter of support of Bill #2843.

Selectman Dixon:

- Congratulations were given to all recent Chelmsford High School graduates and their parents. He agreed that Mr. O'Keefe gave an excellent speech.

Selectman Wojtas:

- The Town Clerk's Office will be open until 8:00PM on June 5, for anyone wishing to register to vote in the special election.
- David Hedison will be recognized by the DHCD for his work on providing affordable housing. Details on the ceremony will be sent to the Board once received.
- Recent Chelmsford High School graduates were congratulated.
- Tanya Dimitrov was congratulated for receiving second runner up in the recent Congressional Art Competition.
- The Library will host a local authors program on June 15, 2013.

Chairman Hanson:

- Congratulations to the 2013 Chelmsford High School graduates.
- A Board of Selectmen work session is now scheduled for June 24, 2013, starting at 5:00PM to discuss Board of Selectmen and Town Manager goals.
- Selectmen Lane and Dixon have met with the Town Accountant for a performance review, which will be discussed at the Board meeting of June 17, 2013.

-Office hours will be held on Thursday, at the Java Room from 5:00-6:00PM.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: June 17, 2013.

Motion: by Selectman Wojtas to adjourn this meeting at 8:08PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Certificates for ATEF Award Winners
- List of Committee Vacancies
- Supporting Documents for One Day Beer and Wine License
- Supporting documents for Common Victualer License
- Memorandum Of Understanding between CHA and the Town of Chelmsford
- Net Metering Credit Allocation Agreement
- Committee Applications
- Annual Committee Re-Appointments List
- Special State Election Warrant



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A. §18-25

DATE: Monday, July 15, 2013 TIME: 7:00 PM
PLACE: Town Offices ADDRESS: 50 Billerica Road ROOM: 204

AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

Tab 1

- Deadline for Citizen Petition Warrant Articles for Fall Town Meeting is August 5, 2013 at 4:00 PM

Open Session: Up to 30 minutes will be provided to residents for the purpose of public input. Scheduled agenda items may take place during this time once public input is complete.

Committee Vacancies

Tab 2

Scheduled Business

- One Day All Alcoholic License – Run for Bauman Tab 3
- Pat Maloney, Permanent Building Committee – Designer Selection, Chelmsford Country Club Function Hall Tab 4
- Vivian Merrill, Chelmsford Dog Association – Grant Application for the Richardson Road Dog Park Tab 5
- 7:30 p.m. • Public Hearing – Evan Belansky, PARC Grant for Varney Playground Tab 6
- 7:35 p.m. • Continuation of the Dangerous Dog Hearing – Kopacz, 42 Bridge St. Tab 7

Town Manager Reports

Tab 8

a)

Appointments

Tab 9

- a) Council on Aging
- b) Holiday Decorating Committee
- c) Election Workers

Meeting Minutes

Tab 10

- a) Regular Meeting Minutes, May 13, 2013

Unscheduled Business

Tab 11

- a) Board of Selectmen Goals
- b) Town Manager Performance Appraisal

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

- a) For the purposes of Town Manager FY 2014 Compensation

Filed with Town Clerk:

RECEIVED

JULY 11, 2013

2:55 PM

TOWN OF CHELMSFORD

ONORINA Z. MALONEY

TOWN CLERK

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TOWN OF CHELMSFORD

BOARD OF SELECTMEN MINUTES – Regular Meeting Minutes

Monday, June 17, 2013

50 Billerica Rd., Town Manager's Office
Chelmsford, MA 01824

2013 SEP 10 PM 2:53

TOWN OF CHELMSFORD
CHLMSFORD, MA 01824

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, MA. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

A moment of silence was held in memory of Town Meeting Representative Linda Lowell.

Public Service Announcements

There were no Public Service Announcements at this time.

Open Session

Richard DeFreitas, Town Moderator, announced that five applications were received for three openings on the Finance Committee. Stratos Dukakis and Patrick Kimera were re-appointed to new 3-year terms, and Thomas Gilroy was appointed for a 3-year term.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Scheduled Business

Darlene Lussier-Town Accountant Performance Appraisal

Ms. Lussier provided an updated job description as requested. All goals were met, and she continues to work on achieving her Certification by the Massachusetts Municipal Auditors' and Accountants' Association. Her overall performance evaluation result was "consistently exceeds expected level of performance".

Motion: by Selectman Wojtas to support the performance evaluation for the Town Accountant as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Darlene Lussier-FY2013 Budget Update

A Year-to-Date budget expenditure report as of June 14, 2013 was provided to the Board. There will be a few encumbrances for items that will not be invoiced until July. DOR requires all bills be paid by July 15, 2013. Ms. Lussier agreed to provide a report detailing the DPW project to

Selectman Askenburg as requested; some punch-list items and wiring issues are still being resolved with the project.

Regarding revenue as of May 31, 2013: Receipts are coming in very strong. 98% of taxes have been collected, motor vehicle excise collected was higher than last year, meals tax is up 10% from last year, hotel tax is up 4% from last year, and building permits are lower than last year. Overall, 97% of total revenue has been collected. A Miscellaneous Non-Recurring income figure was due to a FEMA reimbursement from a storm in 2011. The Town's audit will begin in August. This year's Free Cash amount will be determined after the DOR certifies the Town's reports. Ms. Lussier stated she believes the town will end in the black.

Nick Parlee-Recycling Center, 54 Richardson Rd.

Mr. Parlee explained recycling would be done in three containers located on the site, with an anticipated opening day of August 1, 2013. Waste Management has agreed to supply two 30 yard single stream containers and one rigid plastic container, and looking to get a metal container if they can find one. Want to collect all recycling indoors to help mitigate any potential contamination of the area. Mercury and light bulbs would be collected indoors. The Recycling Center would be open Monday through Thursday from 9:30AM-12:00PM, and Saturday from 8:30AM-12:00PM. The Town currently recycles approximately 4,000 tons of material annually, and it is hoped that this amount will be increased by 500-1,000 tons, as out-of-town recyclable materials would be accepted at this facility. This will not be a revenue generator but rather an offset to sanitation costs. Selectman Lane asked Mr. Cohen why this location was chosen versus the new DPW site or Swain Road landfill. Mr. Cohen advised that it was chosen because of its central location to the community and that the new DPW location was never contemplated and never shown in any illustrative plans. Mr. Cohen said the only issue is that it is located within Zone 2 of the protective radius of the North Chelmsford well field but none of these uses, per his communication with the MA Department of Environmental Protection, pose a threat to the water shed and the town isn't issued a permit from the state for these types of uses. Other future long term uses can still be considered for the site. Mr. Parlee advised that residents and businesses from other towns will be able to drop off recycling items as well as long as there are no huge contamination issues. Selectman Askenburg asked what Mr. Parlee considered a huge contamination issue and Mr. Parlee gave a refrigerator as an example, and that the EPA provides several warnings to the town before there is a fine. The Recycling Center will not have an employee actively monitoring the drop-offs but could get a senior volunteer to do so if there are issues. The possibility of installing cameras to help monitor the site in the event there is an issue was discussed.

Selectman Dixon wished to postpone the Board's vote as the North Chelmsford Water District is unanimously opposed to the proposal. Mr. Cohen advised that the North Chelmsford Water District was asked for input, and they did not respond to him.

The public Dog Park will be fenced off from this area, and DPW will still have people working at the site. Facility gates will be locked at night. Sand will continue to be mined from the site for as long as it is allowed under storm water management regulations. An existing construction trailer will be removed, while the storage building and emulsion tank will remain. The dumpsters used for the recycling will be located in the storage building on the left. A new recycling

brochure will be sent to residents with their quarterly tax bills next week so that a separate mailing to every household isn't needed. Mr. Parlee advised that everything that he put into the brochure states the recycling center is tentative.

Common Victualer License- Mass Burgers Chelmsford, LLC, 90 Drum Hill Rd.

Marc Magerman was present to speak on behalf of the applicant. This will be the tenth "Five Guys Burgers" location in Massachusetts, and they hope to be open by July 1, 2013.

Motion: by Selectman Wojtas to approve a Common Victualer License to Mass Burgers Chelmsford LLC dba 5 Guys Burgers & Fries to be exercised on the premises at 90 Drum Hill Rd., with a seating capacity of 46 inside and 6 outside for a total of 52, contingent upon providing the Town with evidence of workers compensation insurance and final inspections. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Class II Auto Dealers License-Jonathan Guilmette, 3 Roberts St.

Jonathan Guilmette explained this request is for a home-based office until suitable commercial space can be found. No cars will be stored at this location. The use currently is acceptable as a home occupation because no cars will be stored at the home.

Motion: by Selectman Wojtas to approve a Class II Auto Dealers License to Jonathan Guilmette, to be exercised on the premises at 3 Roberts St. with no vehicles for sale or storage of vehicles on site. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Approve the Surrender of the All-Alcohol License for Café Madrid, Home of the Famous Cuban

Café Madrid did not have a representative at the meeting. Mr. Cohen reminded the Board that they received written correspondence from Yazmin Badias-Fadjo seeking the Board's acceptance of the surrender of the all-alcohol license and all associated licenses, effective immediately. Selectman Lane asked what happens to this license upon termination and Mr. Cohen advised that the license will be available for the Board to issue.

Motion: by Selectman Wojtas to accept the surrender of the all-alcohol restaurant license and all associated licenses held by the Home of the Famous Cuban LLC dba Café Madrid at 116 Chelmsford Street, per the letter dated June 6, 2013 by Yazmin Badias-Fadjo. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Common Victualer License 110 Grill, 116 Chelmsford St.

John Gailey was present to answer questions related to this application.

Motion: by Selectman Wojtas to approve a Common Victualer License to the 110 Grill, to be exercised on the premises at 116 Chelmsford Street, with a seating capacity of 100. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Continuation of Dangerous Dog Hearing-Valarie Kopacz, 42 Bridge St.

Ms. Kopacz stated that police were at her house at 2:30PM while she was at a soccer game, and the fence was not installed until 4:30PM. Ms. Kopacz said Officer Merrill was welcome to come to her home and inspect the work, and if he does not approve of the work, she will purchase a run for her front yard. Photos of the work she completed were provided for the Board's review. Officer Merrill agreed to visit the site on June 18, 2013 and provide an e-mail to the Board if the work is acceptable. Otherwise, he could provide an update at the Board's next regular meeting.

Motion: by Selectman Wojtas to continue the Dangerous Dog hearing for Valarie Kopacz to July 1, 2013 at 7:30PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Bid Awards

DPW Bid Item #6-Excavation by Cold Planer

Six bids were received for this item, which was re-bid due to a tie. The bid includes the removal and disposal of material.

Motion: by Selectman Wojtas to approve the Town Manager's Bid Award for Excavation by Cold Planer to P.J. Albert of Fitchburg, Mass. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Reports

Approval of Inter-Municipal Waste Water Treatment Agreement

Mr. Cohen explained that this agreement took two years to negotiate, and is a uniform agreement between the City of Lowell and all participating towns that use the treatment plant. EPA now requires that waste water is treated separately from storm water runoff. Each town pays their proportionate share based on volume. Pipe wastes and septic hauling costs are shared, and revenue is also shared. Five-year capital plans were requested for budgeting purposes, and the agreement is funded as an enterprise fund. Status reports will be provided annually, and any three towns can request an independent audit of the annual statement of account when deemed necessary.

Motion: by Selectman Wojtas to approve the Inter-Municipal Agreement between Lowell, Chelmsford, Dracut, Tewksbury and Tyngsboro as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Budget Report

The Town's books will be closed by July 15, 2013 and the OPEB bi-annual audit should be completed by August. A re-evaluation of all property is ongoing. The Finance Committee will meet after Labor Day for discussions on how to allocate Free Cash. Chairman Hanson said he would like the Board to start discussions on allocation of Free Cash similar to Finance Committee, which is shortly after Labor Day. Mr. Cohen said he expects Free Cash to be in the 2 million dollar range. Fall Town Meeting Warrant Articles are due by the first Monday in August

Other Reports

The Home Rule Petition for the extension of the Fire Chief's employment is still in committee, and there are six weeks remaining of the Chief's term of employment. If the Petition is not approved by the Legislature, an acting chief will be named, and an assessment process will be started to hire a new Chief.

The Garden Club will host a dedication ceremony on June 24, 2013 at 3:30PM on the Town Common for the bench that was made from the Purple Beech Tree.

The utility poles on the Town Common could be down as soon as July 4, however, at this time there is still a set of lines that need to be removed.

A pre-application was filed by Princeton Properties for a 120 rental unit 40B housing project on Mill Rd. A letter requesting comments will be forthcoming from DHCD.

Comcast has filed a regulatory request for relief from the FCC that cable rates no longer be regulated in Chelmsford and Billerica due to the presence of multiple providers.

Appointments

Annual Committee Appointments

Motion: by Selectman Wojtas to approve the Town Manager's and Board of Selectmen's Annual Appointments as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

TREE Committee

Motion: by Selectman Wojtas to approve the Town Manager's appointment of James F. Martin to the TREE Committee for a term to expire on June 30, 2016. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-April 8, 2013

Regular Meeting Minutes-April 22, 2013

Both sets of Minutes were tabled.

Unscheduled Business

Approve Letter of Support for Double Pole Legislation

Motion: by Selectman Wojtas to submit the letter of support for Double Pole Legislation as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Review of CTM tapes of BOS Meetings

Boards are being asked to come up with a plan on how to store these tapes and make them available to the public. Tapes have been stored since 1985, and some of the older ones may be in poor condition. The School Committee, Planning Board and Zoning Board are also having this discussion on how to preserve this part of Chelmsford's history. A Board member will attend the IT meeting.

Selectmen Liaison Reports and Referrals

Selectman Lane:

-Orion Paul was congratulated for achieving Eagle Scout status. His public service project was to

install exercise equipment at Roberts Field.

-Selectman Lane will be at the State House to lobby for Bills 2921 & 2945 which address double pole legislation. Mr. Cohen was thanked for his help in this matter.

-A suggestion was received to send Sycamore Network Solutions a congratulatory note in light of a recent news article that was published by the Patch.

Selectman Askenburg:

-The last day of school is June 26, 2013. Residents were encouraged to visit the CPS website to obtain summer work lists and information.

-Residents were encouraged to check out the Community Education website for information on summer programs.

Selectman Dixon:

-Fellow Board members were thanked for their efforts in helping oppose the proposed methadone clinic.

Selectman Wojtas:

-Robert Massey was congratulated on achieving Eagle Scout status.

-Baseball player Bernie Carbo will be at the Library on June 20, 2013.

-The Garrison House was congratulated for their Flag Day ceremony.

Chairman Hanson:

-The seven graduates of Innovation Academy who are from Chelmsford were congratulated.

-Office hours will be held on Thursday, at the Java Room from 5-6PM.

Press Questions

Andrew Sylvia of the Patch requested a copy of the information regarding the Inter-Municipal Agreement that was discussed this evening. He also asked if the Comcast request would affect rates for Chelmsford Telemedia, which is unknown at this time.

Executive Session

Motion: by Selectman Wojtas to enter into Executive Session, not to return to Regular Session, for the purpose of discussing Collective Bargaining. Seconded by Selectman Askenburg.

Roll Call Vote:

Selectman Lane: Aye

Selectman Askenburg: Aye

Selectman Dixon: Aye

Selectman Wojtas: Aye

Chairman Hanson: Aye

Regular Session was adjourned at 8:48PM

Next Regular Meeting: July 1, 2013.

Respectfully Submitted,

Vivian W. Merrill

Recording Secretary

List of Reference Documents:

- List of Committee Vacancies
- Supporting Documents for performance review for Town Accountant Darlene Lussier
- Supporting documents for Town Receipts & Expenses as of May 31, 2013
- Supporting documents for license approvals
- Officer's report and photos regarding Dangerous Dog hearing
- Memo of June 5, 2013 regarding bid award
- Supporting documents for inter municipal waste water treatment agreement
- List of Town Manager and Board of Selectmen Appointments
- TREE Committee application
- Bill summary for H.2921
- Draft letter regarding Double Pole legislation
- Draft minutes

**TOWN OF CHELMSFORD
BOARD OF SELECTMEN MINUTES – Executive Session**

Monday, June 17, 2013
50 Billerica Rd., Town Manager's Office
Chelmsford, MA 01824

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

The Board convened at 8:54 PM.

Union and Non-Union Contract Negotiations

Mr. Cohen advised the Selectmen that an agreement has been reached with the Dispatchers Union and that the Union has ratified the Memorandum of Agreement. Selectman Wojtas asked for and received clarification regarding stipends.

Motion: by Selectman Wojtas to accept the Memorandum of Agreement Between Town of Chelmsford And AFSCME Local 1703, Council 93 Public Safety Dispatchers. Seconded by Selectman Askenburg.

Roll call vote:

Selectman Lane: Aye.
Selectman Dixon: Aye.
Selectman Askenburg: Aye.
Selectman Wojtas: Aye.
Chairman Hanson: Aye.

Mr. Cohen commenced discussion on the Town Accountant's proposed salary increase. There was a discussion regarding the Town Accountant's performance, current step level, and current salary. Mr. Cohen proposed to the Selectmen that she be moved from Level 8/Step 7 to Level 8/Step 8, which will increase her salary from \$81,827 to \$85,132. This represents a 2% cost of living increase and a 2% step increase.

Motion: by Selectman Wojtas to increase the Town Accountant's salary to Level 8/Step 8, effective July 1, 2013. Seconded by Selectman Askenburg.

Roll call vote:

Selectman Lane: Aye.
Selectman Dixon: Aye.
Selectman Askenburg: Aye.
Selectman Wojtas: Aye.
Chairman Hanson: Aye.

Adjournment:

Motion: by Selectman Wojtas to adjourn at 9:07PM. Seconded by Selectman Askenburg.

Roll call vote:

Selectman Lane: Aye.
Selectman Dixon: Aye.
Selectman Askenburg: Aye.
Selectman Wojtas: Aye.
Chairman Hanson: Aye.

Respectfully submitted,
Janet Askenburg
Selectman Clerk



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A. §18-25

DATE: Monday, June 24, 2013

TIME: 5:00 PM

PLACE: Town Offices

ADDRESS: 50 Billerica Road

ROOM: 204

WORK SESSION AGENDA

Filed with Town Clerk:

RECEIVED

JUNE 4, 2013

3:55 PM

TOWN OF CHELMSFORD

ONORINA Z. MALONEY

TOWN CLERK

5:00 p.m. Call to order

- Board of Selectmen 2014 Goals
- Town Manager 2014 Goals

Next Regular Meeting July 1, 2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, Ma 01824

**Work Session Meeting MINUTES
June 24, 2013**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was hand recorded by the Recording Secretary.

Chairman Hanson called the meeting to order at 5:03 PM.

Scheduled Business

Board of Selectmen and Town Manager 2014 Goals

Existing Board goals were read into the record. Selectman Dixon requested a review of the current beer/wine licensing policy. This will be discussed at another time, as prior proposals failed due to lack of consensus within the Board, and any discussion is likely to be lengthy.

Selectman Dixon advised a priority goal for him is to address tax relief and OPEB funding.

Mr. Cohen advised that a resident group is working on a potential warrant article to address their concerns regarding grinder pumps, and he suggested the Board reach out to them for discussion to understand their concerns and possibly address as a policy issue. Chairman Hanson suggested potential meeting dates of July 8, August 5 or August 19 for a meeting with the Sewer Fairness Alliance Group.

Selectman Wojtas suggested addressing issues with the town website, as it is sometimes difficult to find information or reserve meeting rooms. Mr. Cohen explained he has heard positive things about the redesigned website, and there is a second website being developed to focus on commercial events. He did not see this as a policy issue.

Selectman Wojtas will continue working on putting together a resident survey that can be sent out with the census forms.

Selectman Askenburg provided a handout discussing a free service provided by the Massachusetts Department of Revenue that involves completing a comprehensive study on the Town's financial management. The purpose is to offer ideas and feedback on financial best practices, and it does not obligate the Town in any way. Lowell took advantage of this in 2007, and Chelmsford has done this in the past. Approximately 162 communities have gone through

the process, which takes approximately 3 months to complete. Members agreed to review the information and discuss further at a future meeting.

Selectman Askenburg attended the meeting about digitizing Town history. The School Committee has voted to keep the DVD's of their meetings and dispose of the VHS tapes. Planning Board is still discussing their options. Villu Tari is researching costs and methods. The Town Clerk is also researching how to digitalize and preserve paper records. Selectman Askenburg requested that the Board of Selectmen obtain the School Committee VHS tapes and include them in the BOS project.

Selectman Lane suggested exploring HD channels for the town.

The Board agreed to continue monitoring and supporting the Permanent Building Committee in the completion of the Fire Station and Country Club projects. The Board will continue to monitor the Oddfellows Building and the Fiske House.

The Board will look at the Town Manager's job description and decide if it needs updating.

Chairman Hanson asked if a review of traffic calming, especially as it relates to the use of neighborhood roads as cut-throughs, should be a goal. The Board decided this type of issue and the filling of potholes could be reviewed by the Public Safety Commission.

The Board discussed leaf pickup as a service. The goal was rejected as there is no workable location at this time. Also rejected was re-instituting a town-wide siren system, as the Code Red system has technology that allows messages to be delivered to land lines and cellular telephones.

Selectman Lane suggested changing the paper packets the Board received to a digital format using Tablet technology. Selectman Wojtas did not support this as it could get very distracting. Regarding creating a policy of when information must be received prior to a meeting, Selectman Wojtas noted a policy is in place, but not all participants in a meeting follow the policy.

Selectman Hanson asked the Board's opinion on the current performance appraisal process. The Board agreed to keep the current process in place.

The list of Town Manager goals for the previous year was read into the record. Most of these goals are ongoing. Selectman Wojtas encouraged exploring future regionalization efforts. NMCOG is nearing completion of the feasibility for a Regional Emergency Call Center, which could potentially be located at the UMass Lowell West Campus. Fire Department staffing will continue to be monitored.

Selectman Askenburg suggested monthly budget updates in open session. Mr. Cohen advised any updates he receives are announced through his "Town Manager Reports" at regular meetings, and the Town Accountant sends the Board monthly reports via email.

Selectman Askenburg requested that business vacancy rates be addressed more aggressively. The Board agreed this was not in the Town Manager's ability to control.

Selectman Askenburg asked if a long term plan for 54 Richardson Rd. was needed. Mr. Cohen explained a presentation was being done by the DPW on July 1.

Selectman Lane requested a status of the Preservation Restrictions for Sunny Meadow Farm, Pond St. Beach and Sheehan Farm. Mr. Cohen advised the documents are being reviewed at the State level, which has been delayed due to lack of funding. The Land Trust is continuing work on completing baseline studies, and he will continue to work with them and all legal counsels involved in the process.

Next Regular Meeting: July 1, 2013.

Motion: by Selectman Wojtas to adjourn this meeting at 7:35PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

-List of draft FY 2014 BOS/Town Manager Goals.



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

DATE: Monday, July 1, 2013

TIME: 7:00 PM

PLACE: Town Offices ADDRESS: 50 Billerica Road ROOM: 204

Filed with Town Clerk:

RECEIVED

JUNE 28, 2013

2:55 PM

TOWN OF CHELMSFORD

ONORINA Z. MALONEY

TOWN CLERK

REVISED AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- July 4th Festivities
- Notice to close the Warrant for Fall Town Meeting
- Cultural Districts Presentation & Input Sessions

Open Session: Up to 30 minutes will be provided to residents for the purpose of public input. Scheduled agenda items may take place during this time once public input is complete.

Committee Vacancies

Scheduled Business

- One Day All Alcohol License, CHOICE, Senior Center, July 17
- Amend Entertainment License - Chelmsford Lodge of Elks,
- Change of Manager- Applebee's, 50 Drum Hill Road
- Common Victualer License – Chelmsford Diner, 7 Summer Street unit 25
- DPW Director Gary Persichetti: Report on Relocation of DPW to 9 Alpha Road
- DPW Director Gary Persichetti & NCWD: Recycling Center @ 54 Richardson Road
- 7:30 p.m. • Change of Location & Transfer of License from Hiway Farm Market at 259 Littleton Rd to Cask & Cork at 313 Littleton Rd.
- 7:35 p.m. • Continuation of Dangerous Dog Hearing – Valarie Kopacz – 42 Bridge St.

Town Manager Bid Awards

- a) Byam School Gym Flooring

Town Manager Reports

- a) Start of Fire Station Construction Site Work
- b) Application for Site Approval for Chapter 40B Affordable Housing at 276 Mill Rd.
- c) List of Qualified Officers
- d) Parking issues on Progress Avenue

Appointments

- a) Arts & Technology Education Fund Committee
- b) Board of Appeals, Associate Member
- c) Recycling Committee

Meeting Minutes

- a) Regular Meeting Minutes, April 8, 2013
- b) Regular Meeting Minutes, April 22, 2013

Unscheduled Business

- a) Bid Award for Center Village Master Plan Consulting Services

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

- a) Strategies for Litigation re: Bagni case
- b) Strategies for Collective Bargaining with Library Union

Next Regular Meeting July 15, 2013

Board of Selectmen Agenda

Page 1 of 1

Approved 10/7/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2013 OCT -8 PM 3:55

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
July 1, 2013**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:01 PM.

Public Service Announcements

July 4th Festivities

The list was read into the record, and is also available on the Town website.

Notice to Close the Warrant for Fall Town Meeting

The Notice was read into the record. Any citizen-petition articles are due prior to 4:00PM on August 5, 2013.

Cultural Districts Presentation and Input Sessions

Kathy Cryan-Hicks explained this is a State application to create two cultural districts in Chelmsford. Public Input sessions will be held on July 25, 2013 at the Chelmsford Community Center in North Chelmsford, and on August 1, 2013 at the Chelmsford Center for the Arts.

Open Session

Richard DeFreitas, 61 St. Andrews Way announced a free four-concert series of Jazz music being held at the CCA during July and August.

Animal Control Officer Erik Merrill requested that residents bring stray animals to the police station, not his residence. He was away for the weekend when someone tied a stray dog to a lamp post in his yard, with no water or shade. Fortunately, the dog was friendly and his son was able to get it to the station where it was placed in the dog pound.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Scheduled Business

One Day all Alcohol License-CHOICE, Senior Center, July 17

Connie Donahue explained this was an event for the residents of Chelmsford Housing Authority properites, to be held at the Senior Center. TIPS certification is on file.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License for July 17, 2013, to Chelmsford Housing Opportunities for Intergenerational Community Endeavors, to be exercised at the Senior Center at 75 Groton Rd. with a seating capacity of 340, for the hours of 4:30-8:30PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Amend Entertainment License-Chelmsford Lodge of Elks

This request was withdrawn.

Change of Manager-Applebee's, 50 Drum Hill Rd.

Jason Johnston was present for questions. The Board had no questions.

Motion: by Selectman Wojtas to approve a Change of Manager for Apple New England LLC d/b/a Applebee's Neighborhood Grill and Bar, from Danita DiGregorio to Jason Johnston, to be exercised on the premises at 50 Drum Hill Rd. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Common Victualer License-Chelmsford Diner, 7 Summer St., Unit 25

Theresa Langone was present for questions regarding her new business, which she hopes to open in two weeks.

Motion: by Selectman Wojtas to approve a Common Victualer License to the Chelmsford Diner, Inc. to be exercised on the premises at 7 Summer St., Unit 25, with a seating capacity of 50, for the hours of 4:00AM-10:00PM seven days a week, contingent upon providing evidence of workers compensation insurance. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

DPW Director Gary Persichetti: Report on Relocation of DPW to 9 Alpha Rd.

Patrick Maloney spoke on behalf of the Permanent Building Committee and explained the new facility is now occupied by DPW Administration, Facility Administration, Highway Department and the Sewer & Parks Departments as of last week. There will be an Open House and ribbon cutting event on July 17, 2013 from 4:00PM-7:00PM. Photos were shown, and there is \$44,025.77 remaining in budgeted funds for this project. They have a couple of change orders outstanding and they expect to spend all of the remaining funds on various other items that are needed. Mr. Maloney provided an overview of the remaining project phases.

DPW Director Gary Persichetti & NCWD: Recycling Center @ 54 Richardson Rd.

Mr. Persichetti explained the mechanical and wash bays used by DPW will remain at this location until funding is approved to move them to 9 Alpha Rd. The sand will be mined for another 5-7 years, less if the regulations change. He is in the process of getting funding to move

the over-burden pile in the area of the proposed Dog Park. Some of this material can be used for the Dog Park. He is researching costs for grinding the tree waste material. The curbing overstock area will be cleaned up and organized. Drainage stock material and plowing equipment will be moved to Alpha Rd. An existing trailer will be removed. Facility vehicles will continue to be stored here. The emulsion tank was never used, and will be sold or scrapped. There are no fuel tanks on the site.

Nicholas Parlee described the revised proposed plan for a recycling center to include two 30 yard and one 0 yard dumpster for cardboard, plastics, and rigid plastics. Traffic flow was shown, and the center would be open to the public from 9:30AM-12:30PM 4 days/week. The recycling building will be locked during non-operational hours.. No hazardous materials will be brought to the site. Bulbs will be kept at the Town Offices, and the Board of Health will continue to collect mercury. No large metal items will be accepted at the center. An updated brochure will be mailed to residents.

Selectman Askenburg was concerned that people will dump recycling materials, including potentially hazardous materials, when the center is not open. She noted that the information in the DEP letters advising what is acceptable is not what is in the revised brochure. Selectman Lane noted that an abutter has not been allowed to operate a recycling business out of his home as a non-permitted use. Chairman Hanson asked if the center could be put at the Alpha Rd. facility, and was told by Mr. Cohen there is not enough room at that location. Selectman Lane was concerned about placing an employee in a structurally deficient building. Selectman Wojtas suggested trying the operation for 4-6 months and then see if concerns need to be addressed.

Paul Howard of Tata and Howard spoke on behalf of the North Chelmsford Water District, who has public water supply wells not far from this location. He explained the recently built water treatment plant was designed to treat existing minerals in the water, and cannot be changed to handle new substances. The Water District's concern has lessened with the revised plans; however, they would like to be consulted for future decisions. Water District Commission Chairman Bruce Clark advised the Water District would be opposed to any recycling done at this location. Mr. Cohen explained this center is being proposed as a service for residents. The materials provide revenue that offsets tipping costs for solid waste, and there is no other acceptable location.

Motion: by Selectman Wojtas to go forward with the revised recycling center for 54 Richardson Rd. as presented this evening with a review of operations after a four month period, and that the Town Manager will keep looking for a more suitable location. Seconded by Chairman Hanson. Selectman Lane, Askenburg and Dixon opposed, Selectman Wojtas and Chairman Hanson in favor. **Motion fails.**

Selectman Lane was opposed to the proposal and felt the existing cardboard dumpster should be kept at Town Offices rather than put an employee in a structurally deficient building. Selectman Dixon requested deferral until another location could be found. Selectman Askenburg felt the risk of water contamination was too great.

Residents will be notified there is no recycling center at 54 Richardson Rd.

Change of location and Transfer of License from Hi-way Farm Market at 259 Littleton Rd. to Cask & Cork at 313 Littleton Rd.

Discussion tabled due to pending litigation. The Board agreed to continue this hearing.

Motion: by Selectman Wojtas to continue the request for a Change of Location and Transfer of License for Hi-way Farm Market to July 29, 2013 at 7:30PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Continuation of Dangerous Dog Hearing-Valarie Kopacz-42 Bridge St.

Animal Control Officer Erik Merrill reported that he and another officer went to Ms. Kopacz's residence to inspect her enclosure and found inadequacies which he noted in his written report. Ms. Kopacz sent an e-mail to Officer Merrill and the Board three hours prior to this meeting, which Officer Merrill stated he finds unacceptable. Ms. Kopacz has advised him she is invoking legal counsel, but has not done so to date. The pen Ms. Kopacz constructed is made of garden fence, has no locking mechanisms, contains open spaces, a dirt floor, and is not weatherproof. If Katie (the dog in question) is seized, there will be charges of \$15.00/day. Ms. Kopacz has another dog which was seized and held for 90 days and she is refusing to pay those charges. Her recourse is through the court. Selectman Dixon noted Ms. Kopacz agreed to build the enclosure back in the Spring, that her neighborhood is in fear, and this process has dragged on much longer than it should.

Motion: by Selectman Wojtas that Chairman Hanson will send correspondence to Ms. Kopacz indicating the enclosure will require a locking clasp, completely enclosed fencing, and a dog house. Ms. Kopacz must notify the police that this work has been completed prior to July 10, 2013, or she will need to appear at the next Board meeting. If the work is still not completed by July 15, 2013, fines will be imposed. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to continue the Dangerous Dog Hearing for Valarie Kopacz to July 15, 2013. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Bid Awards

Byam School Gym Flooring

Three bids were received for this work. They will use the same flooring as Parker Middle School.

Motion: by Selectman Wojtas to approve the Town Manager's bid award for an Athletic Flooring System at Byam Elementary School to CRIS Contractors of Fryeburg, ME in the amount of \$44,846.00. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Reports

Start of Fire Station Construction Work

The site work was begun today, and is expected to be completed in two months. The bid award for the building construction should be ready for August.

Application for Site Approval for Chapter 40B Affordable Housing at 276 Mill Rd.

The application is to develop 120 rental units at this location. The Town has 30 days to submit comments, which can be forwarded directly to Mr. Cohen. A site visit is scheduled for July 2, 2013.

List of Qualified Officers

This list is provided annually in the event the Town Manager is unavailable or unable to perform his duties. The list consists of Police Chief James Murphy, Public Works Director Gary Persichetti and Finance Director John Sousa.

Parking Issues on Progress Ave.

After police and public works officials witnessed the concerns on this street, it was recommended to install lines and designate "no parking" areas. The issue seems to have developed after Sunny Acres Nursing home expanded.

Motion: by Selectman Wojtas to authorize the Town Manager and Public Safety Department to designate "no parking" areas and paint lining as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Other Reports

A Bond sale is scheduled for July 23, 2013. The plan for refunding of a school project from 2008 is questionable at this time due to higher interest rates.

Appointments

Arts & Technology Education Fund Committee

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Jeffrey Porzio to the Arts and Technology Education Fund Committee for a term ending June 30, 2015. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Board of Appeals, Associate Member

Motion: by Selectman Askenburg to approve the Town Manager's appointment of Charles Wojtas as Board of Appeals Associate Member for a term ending June 30, 2016. Seconded by Selectman Lane. Selectman Wojtas abstained, all others in favor. **Motion carries.**

Recycling Committee

Motion: by Selectman Wojtas to approve the Town Manager's appointment of 8 members of the Recycling Committee for terms ending June 30, 2014 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes- April 8, 2013

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of April 8, 2013 as presented. Seconded by Selectman Askenburg. Selectman Dixon abstained, all others in favor. **Motion carries.**

Regular Meeting Minutes-April 22, 2013

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of April 22, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Unscheduled Business

Bid Award for Center Village Master Plan Consulting Services

Selectman Lane explained that after interviews and discussion, the Center Village Master Plan Committee agreed to the bid received from The Cecil Group for \$30,000.00. They were chosen for their graphics capabilities and their different approach to public input.

Motion: by Selectman Wojtas to approve the Center Village Master Plan Committee's bid recommendation to The Cecil Group in an amount not to exceed \$30,000.00. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Lane:

- The Community Preservation Coalition has announced the state may have a budget surplus, which means Chelmsford could see some additional funding to the regular state match.
- Residents were wished a Happy July 4th holiday.

Selectman Askenburg:

- Residents were wished a Happy July 4th, and she is looking forward to this year's Country Fair on July 3rd.

Selectman Dixon:

- Residents were encouraged to enjoy their families, and have a safe July 4th holiday. This year's parade should be spectacular.

Selectman Wojtas:

- The Library will have a book drop-off event on Saturday, July 13, 2013.
- Selectman Wojtas confirmed with the Town Manager that Town Offices will be open until 4:00PM on Wednesday, and regular business hours on Friday.
- Bernard Belanger was welcomed home from a military deployment.

Chairman Hanson:

- Office hours will not be held this week.
- Residents were wished a Happy July 4th holiday.
- The CIVIC Committee will be at Booth #6 at the Country Fair this year.

Press Questions

Andrew Sylvia of The Patch asked how many times the Dangerous Dog Hearing has been continued. He also asked for a copy of the Recycling pamphlet, and was advised that it is posted on the Town's website.

Executive Session

Motion: by Selectman Wojtas to enter into Executive Session, not to return to Regular Session, for the purpose of discussing Strategies for Litigation and Strategies for Collective Bargaining. Seconded by Selectman Askenburg.

Roll Call Vote:

Selectman Lane: Aye
Selectman Askenburg: Aye
Selectman Dixon: Aye
Selectman Wojtas: Aye
Chairman Hanson: Aye

Regular Session was adjourned at 9:03PM

Next Regular Meeting: July 15, 2013.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Schedule of July 4 activities
- Town of Chelmsford Warrant Article Notice
- Chelmsford Cultural District Public Input Flyer
- Flyer for Jazz Series at the CCA
- List of Committee Vacancies
- Supporting documents for One Day Beer & Wine License
- Supporting documents for Change of Entertainment License
- Supporting documents for Change of Manager-Applebee's
- Supporting documents for Chelmsford Diner
- Presentation for 9 Alpha Rd.
- Letter of May 22, 2013 from DEP regarding a Recycling Center
- Supporting documents for transfer of License for April-Lynne LLC
- Officer's Report of June 19, 2013 regarding Valarie Kopacz
- Memo of June 25 regarding the Byam School Gym Flooring

- Notice to Residents dated June 26, 2013 regarding parking at Town Offices
- Letter of June 26, 2013 from Mass Housing regarding 40B Project for Mill Rd.
- Memo of June 27 regarding List of Qualified Officers
- Committee applications
- Draft Minutes
- Memo of June 26, 2013 regarding Consulting bid
- Supporting memos and photos regarding Progress Ave.



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A. §18-25

DATE: Monday, July 15, 2013

TIME: 5:00 PM

PLACE: Town Offices ADDRESS: 50 Billerica Road ROOM: 204

WORK SESSION AGENDA

5:00 p.m. Call to order

- Sewer Fairness Alliance

Filed with Town Clerk:

RECEIVED

JULY 11, 2013

2:55 PM

TOWN OF CHELMSFORD

ONORINA Z. MALONEY

TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2013 OCT -8 PM 3: 55

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Work Session Meeting MINUTES
July 15, 2013**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Absent:

James Lane, Selectman

Chairman Hanson called the meeting to order at 5:00 PM.

Scheduled Business

Sewer Fairness Alliance – Grinder Pump Discussion

In attendance for the Sewer Fairness Alliance (SFA) were Liz Hryniewicz, Pat McGahan, Marlene Cote, Alan Rom, Dan Abate, Ed Safran, and Vern Champeaux.

Ms. Hryniewicz presented the Board with an overview of the Sewer Fairness Alliance's issues with their grinder pumps, including:

- F.R. Mahoney is the sole service provider and charges \$150 service fee just to show up.
- People with no credit have a tough time getting service and repairs.
- The Town may have liability in regards to health issues caused by grinder pump failures.
- The grinder pumps create an extra cost that the residents have to bear versus other citizens.

Chairman Hanson asked about the capacity of the grinder pump chamber. Mr. Champeaux responded 70 gallons, with approximately 24 gallons in the chamber at all times and that at 47 gallons an alarm sounds. Mr. Champeaux stated that when electricity goes out there are real hardships due to no toilets. Mr. Rom said the SFA wants to be treated the same as gravity feed residents.

Chairman Hanson said he doesn't believe the SFA's warrant article will pass Town Meeting, so he wants to come to a reasonable solution. Mr. Rom asked the Board if Town Counsel should review the warrant article and Selectman Wojtas said they should have it reviewed. Selectman Wojtas noted that the warrant article can be withdrawn at Town Meeting if a suitable policy can be crafted by the Board before that time. Mr. Cohen said he will need specifics for what the SFA wants and that it should be in the form of a bylaw. Ms. Cote said she wants help during power outages and would like the Town to install a generator at each house that owns a grinder pump.

Chairman Hanson asked Mr. Cohen if the Town can have its employees trained to service the grinder pumps. Mr. Cohen said the Town has limited resources and the cost could be prohibitive.

Selectman Dixon asked the SFA if they received breaks on their betterment fees. Mr. Rom responded that their betterment fees were approximately \$4,000 but that the breaks and betterment fee amounts were inconsistent around town.

Chairman Hanson said he believes the Town should bear the costs of repair, maintenance, and replacement of the grinder pumps and that we should address these concerns first, and later address emergency situations.

Mr. Cohen advised that funds to support this would come out of the Sewer Fund. Mr. Cohen will work with Town Counsel to provide a draft policy for the Board and will assist SFA with warrant article wording to ensure it is in proper format.

There was a brief discussion regarding grinder pumps at condominiums/apartments and the Town assuming similar responsibilities. Chairman Hanson said this is out of scope for this proposal.

Motion: by Selectman Wojtas to adjourn the meeting at 6:06PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Janet Askenburg
Selectman Clerk

List of Reference Documents:

- Sewer Fairness Alliance Handout



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

DATE: Monday, July 15, 2013

TIME: 7:00 PM

PLACE: Town Offices ADDRESS: 50 Billerica Road ROOM: 204

AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

Tab 1

- Deadline for Citizen Petition Warrant Articles for Fall Town Meeting is August 5, 2013 at 4:00 PM

Open Session: Up to 30 minutes will be provided to residents for the purpose of public input. Scheduled agenda items may take place during this time once public input is complete.

Committee Vacancies

Tab 2

Scheduled Business

- One Day All Alcoholic License – Run for Bauman Tab 3
- Pat Maloney, Permanent Building Committee – Designer Selection, Chelmsford Country Club Function Hall Tab 4
- Vivian Merrill, Chelmsford Dog Association – Grant Application for the Richardson Road Dog Park Tab 5

7:30 p.m. • Public Hearing – Evan Belansky, PARC Grant for Varney Playground Tab 6

7:35 p.m. • Continuation of the Dangerous Dog Hearing – Kopacz, 42 Bridge St. Tab 7

Town Manager Reports

Tab 8

a)

Appointments

Tab 9

- a) Council on Aging
- b) Holiday Decorating Committee
- c) Election Workers

Meeting Minutes

Tab 10

- a) Regular Meeting Minutes, May 13, 2013

Unscheduled Business

Tab 11

- a) Board of Selectmen Goals
- b) Town Manager Performance Appraisal

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

- a) For the purposes of Town Manager FY 2014 Compensation

Filed with Town Clerk:

RECEIVED

JULY 11, 2013

2:55 PM

TOWN OF CHELMSFORD

ONORINA Z. MALONEY

TOWN CLERK



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

DATE: Monday, July 29, 2013

TIME: 7:00 PM

PLACE: Town Offices ADDRESS: 50 Billerica Road ROOM: 204

REVISED AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Deadline for Citizen Petition Warrant Articles for Fall Town Meeting is August 5, 2013 at 4:00 PM

Open Session: Up to 30 minutes will be provided to residents for the purpose of public input. Scheduled agenda items may take place during this time once public input is complete.

Committee Vacancies

Scheduled Business

- John Sousa, Approval of Bond Sale
 - One Day Beer & Wine Licenses, Saint Vartanantz - August 4, September 28, October 1, October 13, November 15
- 7:30 p.m. • Public Hearing, Bertucci's – New Officers & Director, Transfer of Stock, New Stockholders
- 7:35 p.m. • Continuation of Public Hearing – Transfer of All Alcohol Package Store License from Hiway Farm Market to Cask & Bottle, Change of Location to 313 Littleton Rd.

Town Manager Reports

a)

Meeting Minutes

- Regular Meeting Minutes, May 6, 2013
- Executive Session Minutes, May 6, 2013
- Regular Meeting Minutes, May 13, 2013
- Executive Session Minutes, May 20, 2013

Unscheduled Business

- Comments on application for site plan, Princeton at Mill Road, 276 Mill Rd.
- Sewer Fairness Alliance – Grinder Pump Policy
- Board of Selectmen Goals

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

- Discuss strategy with respect to collective bargaining

Filed with Town Clerk:

RECEIVED

JULY 29, 2013

2:55 PM

TOWN OF CHELMSFORD

ONORINA Z. MALONEY

TOWN CLERK

Approved 10/7/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2013 OCT -8 PM 3:55

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
July 29, 2013**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

Deadline for Citizen Petition Warrant Articles for Fall Town Meeting is August 5, 2013 at 4:00PM.

Chairman Hanson read the Notice into the record.

Open Session

Ken Harkins, 110 Robert Bigelow St, asked to have the street in front of his home repaired, as his walls get damaged every time the street is plowed. Chairman Hanson agreed to look into this.

Jeff Apostolakes, 17 Queen St., provided information regarding traffic concerns for the Mill Rd. development that will be discussed later this evening.

Mike Enwright, 9 Freeman Rd., requested that Rt. 129 be repaired as it is very bumpy.

Atty. Douglas Hausler requested to reserve his client's rights to make comments later in the meeting when his item would be discussed. Chairman Hanson approved his request.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Scheduled Business

John Sousa, Approval of Bond Sale

The bid results for the Town of Chelmsford's General Obligation Municipal Purpose Loan in the amount of \$23,125,144.00 were provided to the Board. The low bidder was Morgan Stanley & Co., LLC with a total interest rate of 3.398661%. This will cover the Turf Fields project, capital improvements budget, and Energy Implementation ESCO contract.

Motion: by Selectman Wojtas that the Board of Selectmen certify that at a meeting of the Board held July 29, 2013, of which meeting all members of the Board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the Board:

Voted: that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of a \$555,000 portion of the borrowing authorized by the vote of the Town passed May 2, 2013 (Article 10) is hereby determined pursuant to G.L. c.44, §7(9) to be as follows:

<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
Replacement of fire engine #7	\$460,000	11 years
School security cameras	\$95,000	6 years

Further Voted: that the sale of the \$23,125,144 General Obligation Municipal Purpose Loan of 2013 Bonds of the Town dated August 6, 2013 (the “Bonds”), to Morgan Stanley & Co., LLC at the price of \$23,853,131.51 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on May 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2014	\$ 80,144	4.000%	2023	\$1,275,000	3.000%
2015	1,610,000	4.000	2024	1,270,000	3.250
2016	1,605,000	4.000	2025	1,030,000	3.375
2017	1,600,000	4.000	2026	1,030,000	3.500
2018	1,575,000	4.000	2027	1,030,000	3.750
2019	1,410,000	4.000	2029	1,980,000	4.000
2020	1,280,000	4.000	2031	1,900,000	4.000
2021	1,275,000	4.000	2033	1,900,000	4.250
2022	1,275,000	3.000			

Further Voted: that the Bonds maturing on May 15, 2029, May 15, 2031 and May 15, 2033 (each a “Term Bond”) shall be subject to mandatory redemption or mature as follows:

Term Bond due May 15, 2029

<u>Year</u>	<u>Amount</u>
2028	\$1,030,000
2029*	950,000

*Final Maturity

Term Bond due May 15, 2031

<u>Year</u>	<u>Amount</u>
2030	\$950,000
2031*	950,000

*Final Maturity

Term Bond due May 15, 2033

<u>Year</u>	<u>Amount</u>
2032	\$950,000
2033*	950,000

*Final Maturity

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated July 12, 2013, as supplemented on July 23, 2013, and a final Official Statement dated July 23, 2013 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

The Board further certifies that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Seconded by Selectman Askenburg. **Motion carries, unanimous.**

One Day Beer and Wine Licenses-St. Vartanantz-August 4, September 28, October 1, October 13, November 15

Ara Kechnarovian, the Church Deacon, was present for questions. The five events are their annual picnic on August 4, a dance for the scholarship fund on September 28, a golf tournament on October 1, a 35th anniversary of the Church celebration on October 13, and a wine tasting on November 15.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to the Sts. Vartanantz Church for August 4 12:00noon-6:00PM, a One Day all-alcohol license for September 28 6:00PM-11:00PM, a One Day Beer & Wine License for October 1 3:00PM-10:00PM, October 13 1:00PM-4:00PM, and November 15, 2013 6:00PM-10:00PM, to be exercised on the premises at 180 Old Westford Rd. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Public Hearing-Bertucci's-New Officers and Director, Transfer of Stock, New Stockholders
Discussion tabled as it was too early.

Town Manager Reports

The Home Rule Petition to continue employment for the Fire Chief was approved by the legislature last week.

The Governor's vetoes on the State Budget were overruled, and final revenue distributions were announced.

The OPEB audit is to be completed this week. A presentation is scheduled for August 12, 2013.

Meeting Minutes

Workshop Meeting Minutes-May 6, 2013

Motion: by Selectman Wojtas to approve the Work Session Meeting Minutes of May 6, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Executive Session Meeting Minutes-May 6, 2013

Motion: by Selectman Wojtas to approve and release the Executive Session Meeting Minutes of May 6, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Regular Meeting Minutes-May 20, 2013

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of May 20, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Executive Session Meeting Minutes-May 20, 2013

Motion: by Selectman Wojtas to approve but not release the Executive Session Meeting Minutes of May 20, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Board of Selectmen Goals

A list of BOS & Town Manager goals was presented and need to be assigned. A work session was scheduled for August 18, 2013 at 5:00PM.

Second Call for Open Session

No one came forward at this time.

Selectmen Liaison Reports and Referrals

Selectman Dixon:

- The turf field at the High School has been laid out and work is continuing. The field will look excellent when complete.
- Thanks to the legislature was expressed for the support of Chief Mike Curran.

Selectman Wojtas:

- Congratulations were given to the latest Police Academy graduates.
- The Story Walk was completed at Sunny Meadow Farm last week.
- The next library book drop-off dates are August 10 & August 24, 2013.

Selectman Lane:

- On August 1, 2013 there will be a Public Input session for the Cultural Districts held at the Chelmsford Center of the Arts.
- A site-walk has been scheduled for the Center Village Master Plan Committee and its consultant on July 30, 2013. They hope to have their report ready by Fall Town Meeting.

Selectman Askenburg:

- The Turf Field Committee will be approaching businesses about naming rights for the fields.

Chairman Hanson:

- The CIVIC Committee will be auctioning off placards in August as a fundraiser.
- Office hours will be held on Thursday at the Java room from 5:00-6:00PM.

Public Hearing-Bertucci's-New Officers and Director, Transfer of Stock, New Stockholders

No one was present on behalf of Bertucci's. The Board had no questions regarding the application.

Motion: by Selectman Wojtas to close the Public Hearing for Bertucci's. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve a New Officer and Director, New Stockholder, Transfer of Stock and Issuance of stock for Bertucci's Restaurant Corp., d/b/a Bertucci's

Brick Oven Ristorante, to be exercised on the premises at 14-34 Littleton Rd. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Third Call for Open Session and Press Questions

A resident in the audience asked about ads at the turf fields, and hoped they will be age appropriate.

There were no Press Questions at this time.

Continuation of Public Hearing-Transfer of All Alcohol Package Store License from Hi-way Farm Market to Cask & Bottle, Change of Location to 313 Littleton Rd.

Atty. Angelique Eliopoulos spoke on behalf of HOA Inc. to discuss their request for a change of location and transfer of an All Alcohol Package Store License.

The applicant has 9 years of package store experience and the new store will be up to date on security measures. All of the transfer documents have been presented to the Board for their approval. Selectman Wojtas asked to verify the number of hours for the manager, as 16/week seems low. Ludovina Santos came forward to explain that her parents and sister will be present until she leaves her other job, and then she will be present more hours.

Audience comments:

Atty. Douglas Hausler spoke on behalf of Ted Boschetto who is claiming he has superior rights to this license as he paid \$10,000.00 to the prior owner for it, and has been working with the Planning Board to re-zone his property at 295 Littleton Rd. to accommodate this license. Atty. Hausler requested that the Board allow court proceedings to determine which party has superior rights to the license before their vote is taken, and that no action be taken by the Board tonight. He felt if action is taken tonight, it would give the appearance of favoritism, as his client has not been given a chance to appear.

Atty. Philip Eliopoulos was asked to come forward. He explained Town Counsel is aware of the situation. Mr. Boschetto is still looking for a tenant while his client has a signed agreement. The Court decided on June 23, 2013 that the Board could act on this application, and his client's location has been secured and this is the only application that has been filed. The court process could take up to a year, and the location could be lost; the ABCC does not allow "pocket licenses". The landlord is becoming apprehensive, as the agreement was signed in May, and it is now July. He is aware that discovery in the court hearing is ongoing, and requested the Board wait its two week period as is its current policy.

The seller of the license was not present, as the court has ordered them not to interfere between the two parties.

Mr. Cohen confirmed that Town Counsel agreed this hearing could continue. Selectmen Askenburg requested to see the court orders. Atty. Hausler noted that the license has been inactive for two years, and requested again that the Public Hearing remain open.

Motion: by Selectman Wojtas to continue the Public Hearing for Cask & Bottle to August 12, 2013 at 7:30PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Unscheduled Business

Comments on application for site plan, Princeton at Mill Road, 276 Mill Rd.

Chairman Hanson reminded the public that the Board of Selectmen does not approve 40B applications. This is handled by the Zoning Board of Appeals which includes a public process. Evan Belansky explained the 30-day comment period is normal procedure to give public feedback to the State (DHCD) before being heard by the local ZBA.

Audience Comments:

Jeff Apostolakes, 17 Queen St., did not support the increased traffic this development would bring to Mill Rd., where there are already two educational facilities nearby which already create a lot of bus traffic. Busses line up along the street and push traffic into the oncoming lane as it is. Many bicyclists and pedestrians use Mill Rd., which is also used as a cut-through between Routes 129 & 4.

Mike Enwright, 9 Freeman Rd., agreed that housing is needed, but it should not be placed in an industrial zoned area.

Bill Martin, 9 Vincent Rd., felt this project would not follow recommendations in the 2010 Master Plan. The area serves well as industrial due to its proximity to Routes 3 and 495. Amenity zoning on Rt. 129 was discouraged because these businesses were not industrial. He would also have concerns regarding water supply, sewer capacity, and storm water management, among other things. This development would be very isolated, because it is not near any other residential community.

Maria Karafelis, 26 Quigley Ave., spoke on behalf of her parents who live nearby Mill Rd. She asked how many buildings the project would have, and was told there would be three 4 story buildings. She did not feel this kind of development fit well with a scenic road. The streets already have drainage issues due to the high amount of ledge, and she was concerned with emergency egress with the large amount of traffic that already exists in this area.

Diane Petzell, Ruthellen Rd., asked if a traffic study would be done, and who would pay for any new roads if they were needed. Mr. Cohen explained the Zoning Board would address traffic mitigation with the developer.

Jackie Rand, Empire St., noted people and traffic from Hazen Rd. using Mill Road as a cut through, and more traffic would be dangerous to pedestrians.

Erin Enwright, 9 Freeman Rd., supports affordable housing.

Curtis Barton, 15 State St., noted the area is very hilly, and there is nowhere for the kids to play. This would not be a good area to put a lot of kids.

Brian Latina, 15 Jessie Rd., noted this proposal is twice as dense as the Chelmsford Woods project, and is in a smaller area. This site is in a wetland, and will face the same problems that the Turnpike Woods project has which was also built in a wetland. Water from Turnpike Woods backs up onto Mill Rd. and ices up in the winter; the intersection of Turnpike Road and Mill Road experiences multiple accidents due to ice and poor site lines. This project may do the same. Mr. Latina recalled the Town widening the road and removing some trees for the Turnpike Woods project, and he requested that this not happen again. In addition, the town does not have a ladder fire truck that can reach a fourth floor apartment in the event of a fire.

John Edward, Housing Advisory Board, read a letter into the record that stated his Board supported the proposal, as it conforms to the 2011 Housing Plan, and there is a need for rental units. This site is currently underutilized, and rental units count 100% in the state's 40B affordable housing requirements. The developer has a reputation for responsible development. The 2010 Master Plan discussed having an extended-stay hotel in this neighborhood, so a rental development would not be deemed inappropriate in this area. He feels a lack of housing detracts from overall economic development.

Maria Karafelis, 26 Quigley Ave., recalled that during Master Plan and Housing Plan meetings, certain sites received lower grades than others. This site was deemed unlikely for development, and now it is being promoted for development.

Jeff Apostolakes, 17 Queen St., recalled that this site received low ranking based on the presence of ledge and water issues.

Brain Latina, 15 Jessie Rd., stated he does support Affordable Housing, and he urged compliance with wetland and ADA regulations. Multi-storied buildings did not lend themselves to people with disabilities or the elderly.

Selectman Askenburg read the matrix where properties were rated in the 2011 Housing Plan into the record. She does not support this project.

Selectman Lane recalled that the 2010 Master Plan does not list this particular property.

Mr. Cohen noted that the Chelmsford Woods project on Littleton Rd. was certified, and gave the Town 8.04% of the 10% minimum required for Affordable Housing. The number of units at that development provides a one-year moratorium for the Town, during which time a developer cannot appeal a Comprehensive Permit issued or denied by the ZBA. If the Mill Rd. project goes forward as proposed, another year's certification requirements would be met.

Brian Latina asked if group homes or the mobile home park could be considered affordable housing. Mr. Cohen explained the mobile homes do not qualify; he was not sure about group homes. Mr. Belansky explained that each bed in a DMR/DMH certified group home is counted; those without certification cannot be counted.

Chairman Hanson agreed to draft a response to DHCD based on comments heard this evening, which will be posted on the Town's website once it has been approved.

Motion: by Selectman Wojtas to authorize the Chairman to draft a response to the 276 Mill Rd. 40B project proposal based on testimony received this evening to be reviewed by the Board and sent to DHCD. This response will be posted on the town's website. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Discussion: Sewer Fairness Alliance

The group has received documents prepared by Town Counsel, and requested more time for comments. This will be an agenda item for the next meeting. Mr. Cohen asked the Board to consider whether the issue of replacement of grinder pumps should be addressed via Board policy or Town Meeting action. Draft documents for a BOS policy and warrant article were provided to the Board. Selectman Askenburg requested to see a memo from the Town Manager outlining the legal, financial, and operational ramifications of the proposed BOS policy. Mr. Cohen advised that the approximate costs of maintenance could be over \$100,000.00 annually, which would have to be included in the budget.

Press Questions

No one came forward at this time.

Executive Session

Motion: by Selectman Wojtas to enter into Executive Session, not to return to Regular Session, for the purpose of discussing Strategies with respect to Collective Bargaining. Seconded by Selectman Askenburg.

Roll Call Vote:

Selectman Lane: Aye
Selectman Askenburg: Aye
Selectman Dixon: Aye
Selectman Wojtas: Aye
Chairman Hanson: Aye

Regular Session was adjourned at 9:26PM

Next Regular Meeting: August 12, 2013.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Mill Road Traffic Safety Concerns document submitted by Jeff Apostolakes
- Town of Chelmsford Warrant Article Notice
- List of Committee Vacancies
- Supporting Documents for Bond Sale

- Supporting documents for One Day Licenses
- Draft Minutes
- List of Town Manager/Board of Selectmen Goals for FY2014
- Supporting documents for Bertucci's changes announcement
- Supporting documents for transfer of License for April-Lynne LLC
- Letters from Mass Housing & Town departments regarding 40B Project for Mill Rd.

Approved: _____ Date: _____

Signature: _____

Full Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Fax: _____

E-mail: _____

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Notes: _____

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Conclusions: _____

Recommendations: _____

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BOARD OF SELECTMEN
Joint w/
Board of Appeals &
Housing Advisory Board

Filed with Town Clerk:

RECEIVED
JULY 30, 2013
2:55 PM

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

DATE: Monday, August 5, 2013

TIME: 7:00 PM

PLACE: Town Offices

ADDRESS: 50 Billerica Road

ROOM: 204

AGENDA

7:00 p.m Call to order

- Chapter 40B Affordable Housing Project Planning, Rules & Regulations

Approved 10/7/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 205
Chelmsford, MA 01824

RECEIVED

2013 OCT -8 PM 3: 55

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Joint Meeting MINUTES
August 5, 2013**

Board of Selectmen Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice Chairman
Janet Askenburg, Clerk (7:32PM)
James Lane, Selectman
George Dixon, Jr., Selectman (also on Housing Advisory)

Paul Cohen, Town Manager

Zoning Board of Appeals Attending:

John Blake (7:15PM)
Paul Haverty
Charlie Wojtas
Len Richards
Not Present: Joel Luna, Brian Reidy, Mark Carota, Walter Chagnon

Housing Advisory Committee Attending:

John Edward
Connie Donahue
Deb Taverna
Colleen Stansfield

Community Development Director:

Evan Belansky

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, MA. This meeting was hand recorded by the Recording Secretary and video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:03PM. Board and Committee members introduced themselves for the benefit of those in attendance. Attendees were advised that this meeting was not to discuss specific projects.

Mr. Belansky provided background information on past planning efforts done by the Town to address 40B project concerns such as the 2005 Housing Plan, the 2010 Fiscal Impact Study, the 2010 Master Plan, and the 2012 Housing Plan, among others. He described the certification process and the roles and responsibilities of the Board of Selectmen, the Zoning Board of Appeals, the Housing Advisory Board, and other Town staff. The Town received State certification in 2013, which is a designation for compliance with a production plan.

Selectman Wojtas asked if extra units in a project count toward additional certification. They do not.

Mr. Belansky next described the steps a developer must take to obtain a comprehensive permit, and what the various boards review in an application.

John Edward explained that in order for a town to continue to achieve certification, it must produce new units every year. Mr. Haverty described a situation in the Town of Andover where certification lapsed, which allows a developer to re-apply for a new permit. State eligibility letters are good for three years. The 2012 Housing Plan included a matrix with site evaluation criteria and a production schedule. Certification helps the ZBA restore local control one year at a time, while a production plan helps a town manage the process. The plan does not indicate whether a site is a good location for housing, and the existing plan is valid through 2017.

Developers will actively negotiate conditions on a proposal to try and make them more economically feasible. They are allowed to ask for waivers and reductions of fees, parking requirements, and other things. Only deed restricted affordable rental units are eligible for a reduction in fees.

It was noted that the sewer design was based on a certain build-out capacity, and did not always include 40B development. The ZBA often uses peer review to verify that environmental and engineering assumptions are accurate.

Mr. Richards noted that he would use his experience from past approvals to think about things he would not like repeated. Mr. Blake cited he would like more post-construction monitoring completed.

Mr. Belansky described activities done by town staff when reviewing a 40B permit application. Town Counsel is often very involved. Application fees are structured in anticipation of the costs of some of these reviews. Fees can be lower if much of the work can be completed in-house, but special circumstances may still require use of outside consultants.

The State allows up to 180 days for review of an application. The ZBA relies on public testimony for certain concerns, which are confirmed or negated by the professional engineering analysis or other studies.

John Edward asked if the Board of Selectmen intended to hold a public hearing for all future 40B requests. Chairman Hanson advised that all information obtained in this way is then sent to the State. Mr. Haverty agreed that every project should go through this process in order to get as much information as possible.

Audience Comments:

Bill Griffin, Bishop St., suggested that abutters be allowed to get involved earlier in the permitting process as a way to mitigate adversarial relationships. Mr. Belansky advised he speaks with potential applicants looking for guidance. The 2012 Housing Plan gives them a strong starting point to see what the community desires.

Bill Martin, 9 Vincent Rd., noted the Board of Selectmen have no official capacity in the 40B process, even if their opposition to a proposal could be seen as exerting the desire of the residents. Residents have no advocates in the 40B process. Chairman Hanson agreed that residents do come to the Board looking for help with an issue, and it is their job to relay the information. Mr. Martin explained that many residents' work schedules prevent them from monitoring the process. Mr. Belansky advised that for

several past projects sub-committees were used successfully to work through resident issues. Mr. Haverty encouraged residents to speak with the ZBA with any concerns regarding a project.

Jeff Apostolakes, 17 Queen St., asked if there was a possibility of redeveloping certain sites instead of relying on the 14 sites indicated in the 2012 Housing Plan. Mr. Edward agreed this could be considered. The Housing Plan also provides 21 strategies developers can consider.

Mr. Haverty noted the reasons for denial are somewhat limited, as it tends to be the State's opinion that if a town has deficiencies, it should address them. Denials are often appealed and overturned, and there is nothing a town can do. A town stands to lose local aid if obligations are not met.

Maria Karafelis, Quigley Ave., asked if any of the properties in the 2012 Housing Plan require zoning changes that would require Town Meeting approval. There were none.

Joan Horan, Empire St., asked why the homes in the mobile home park are not considered affordable. Chairman Hanson explained none of them have an income based deed restriction. Ms. Horan asked how impacts to the water table are determined, as wet basements would be a big concern to abutters. She was advised that any site would need to be engineered, as a developer must address any water on the site they are working on. Mrs. Stansfield noted that many times there are improvements in surrounding areas.

Brian Latina, 15 Jessie Rd., asked why he could not discuss specific projects tonight. Mr. Belansky advised it was to prevent prejudice in future discussions. Mr. Latina asked who is responsible for "fixing" incorrect engineering issues when a design fails, and suggested that funding or a bond be retained to address such post construction issues. Mr. Blake noted that conditions stipulated by the ZBA must be enforced, and a bond is held in escrow to assure compliance.

There being no further comments, Chairman Hanson thanked attendees for participating in tonight's session.

Motion: by Charlie Wojtas to adjourn the meeting at 9:16PM. Seconded by Selectman Wojtas. **Motion carries, unanimous.**

Respectfully submitted,

Vivian W. Merrill
Recording Secretary

Reference Documents:
-Agenda/outline

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED
2013 OCT -8 PM 3: 55
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
August 12, 2013**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Not Present: Janet Askenburg, Clerk

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

There were no Public Service Announcements this evening.

Open Session

Fran McDougal and Maureen McKeown reminded the public of the online auction being held for two plaques made from the Purple Beech Tree to benefit the CIVIC Committee. A web address was provided.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Scheduled Business

Daniel Rhodes, Segal Co.-OPEB Actuarial Update Presentation

GASB regulations require municipalities to start accounting for OPEB benefits, but does not address how they will fund them. Chelmsford has started to address funding, so this was included in his report. Currently, the town is funding just under 50% of its Annual Required contribution (ARC) through deposits to the trust fund established through the State's trust program. Using a 7.75% discount rate, the town should be putting \$2.4 million into this account annually. Increasing funding will allow the Town to meet its future OPEB liability, which is supposed to be fully funded in 30 years. At current assumptions and rates, even if OPEB is fully funded, other costs are increasing. Legislative changes are ongoing, and much of the impact will depend on who is to be included in the group of beneficiaries and grandfathering rules that are still being developed.

Amendment to One Day Alcohol License for St. Vartanantz on October 1, 2013 from Beer and Wine to All Alcohol

No concerns were raised by the Board regarding this request.

Motion: by Selectman Wojtas to amend the One Day License approved by the board of Selectmen at the July 29, 2013 meeting for October 1, from Beer and Wine to an All Alcoholic Beverage License to be exercised on the premises at 180 Old Westford Rd. Seconded by Selectman Lane. **Motion carries, unanimous.**

Continuation of Public Hearing-Transfer of All Alcohol Package Store License from Hi-way Farm Market to Cask & Bottle, Change of Location to 313 Littleton Rd.

Atty. Angelique Eliopoulos spoke on behalf of HOA Inc. to discuss their request for a transfer and change of location for this license. Additional documents were provided to the Board as previously requested.

Atty. Jeff Blake was present to behalf of Town Counsel.

Audience Comments:

Nancy Chen, owner of 313 Littleton Rd., provided phone records to the Board to show on what dates certain telephone calls were made regarding leasing her property.

Ted Boschetto, 295 Littleton Rd., advised he paid \$10,000.00 to the Stanichuks for their license, and went through the Planning Board process to allow a tenant to use his space for the purpose of this license. They discussed possibly opening a joint venture if a tenant could not be found.

Atty. Douglas Hausler stated his opinion that this application needs to be heard by the court, not this board because two agreements have existed, and HOA is not being forthright based on information disclosed in a deposition regarding how the license was purchased. Three more depositions need to be done, and he asked the Board not to act on this application at this time.

Nancy Chen came forward with additional phone records, stating she does not like that her tenants are being treated like criminals by Mr. Hausler. She received a call from Mr. Stanichuk advising this license was being sold, and later she was contacted by a Dipak Bhajat who said he was also negotiating with the Stanichuks for the license.

Ted Boschetto came forward to state he also spoke with Mr. Bhajat. He had a tenant leave his property so he could accommodate this license. He requested that a judge be allowed to decide who owns this license.

Atty. Philip Eliopoulos advised the second agreement wasn't available at the time this application was filed and once they were aware of changes, the application was amended. The judge is allowing the Board to act on this application. Atty. Blake confirmed that this is an unusual case, but there is no legal impediment to allowing the transfer. The Board could still be involved in legal proceedings as the licensing authority, even though they are doing nothing wrong. The Board has the option to revoke the license if it is not used properly.

Selectman Lane asked Mr. Boschetto who he made his arrangements with. Mr. Boschetto explained Rick Stanichuk told him he had authority to act on April Stanichuk's behalf. The check was made out to April Stanichuk, and Mr. Boschetto provided a copy of a note from Maria Santos discussing a similar arrangement where a check was made out to April, and negotiated by Rick Stanichuk.

Atty. Hausler asked the Board again not to act on this application.

Atty. Blake conceded that the court does not have all of the information, as depositions are ongoing. The transfer application being heard tonight is signed by April Stanichuk. Actions by Rick Stanichuk are between two other parties. He would anticipate the pending court action to take months to resolve.

Motion: by Selectman Wojtas to close the Public Hearing for the Transfer of All Alcohol Package Store License and Change of Location. Seconded by Selectman Lane. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve the transfer of the All Alcoholic Package Store License from April Lynn LLC, d/b/a Hi-way Farm Market, to HOA, Inc. d/b/a Cask and Bottle, Inc. and a change of location from 259 Littleton Rd. to 313 Littleton Rd., Suite 7 for the hours of operation weekdays 9:00AM-11:00PM and Sundays 12 noon-11:00PM. Seconded by Selectman Lane. Selectman Dixon abstained, all others in favor. **Motion carries.**

Sal's Pizza-Alteration of premises to Include Outdoor Seating

Joe Bevilacqua was present for questions. The request is for 74 seats inside, and 16 seats outside. Selectman Lane requested a date that the sign issue will be resolved. Mr. Bevilacqua advised the height of the sign is being reduced to comply with the bylaw, he was not certain when this would occur but he assured the Board it is being worked on.

Motion: by Selectman Wojtas to approve an alteration of premises, outdoor seating and an Entertainment License to Double N Inc. d/b/a Sal's Pizza to be exercised on the premises at 296 Chelmsford St., contingent upon coming into compliance with the sign bylaws and providing the Town with additional documents within 30 days and final sign-off by the Building Inspector. Seating is changed to: 74 Inside and 16 Outside for a total of 90. Seconded by Selectman Lane. **Motion carries, unanimous.**

Town Manager Reports

Draft Fall Annual Town Meeting Warrant

The list of 19 Articles was read into the record. The final warrant will be signed at the meeting on September 9, 2013. The Planning Board has requested input from the BOS regarding temporary signs. Articles 18 & 19 have not been finalized.

Selectman Wojtas asked if the closing of Pond St. would require Town Meeting action. Mr. Cohen advised this would be handled on an annual basis because closing it permanently would affect Chapter 90 funding.

Town Manager Appointments

Holiday Decorating Committee

Motion: by Selectman Wojtas to approve the Town Manager's appointments of Charles Keen and Cindy Metcalf to the Holiday Decorating Committee for terms ending December 31, 2013. Seconded by Selectman Lane. **Motion carries, unanimous.**

Unscheduled Business

Sewer Fairness Alliance-Proposed Grinder Pump Policy

A draft policy document was provided to the Board for review. Gary Persichetti came forward to state he had concerns with the policy because of private property issues. The Town purchased 475 pumps at a cost of \$3,000.00 each. The town has already paid \$2.5 million into this issue. Data was provided on other communities where residents pay their own costs to maintain the pumps. The Town of Gloucester has used betterments and easements to pay their costs. A Warrant Article proposed in 1998 was withdrawn for legal reasons. There will be legal and recording costs in obtaining easements, as well as contractual costs. More precise data is awaited from the F.R. Mahoney Company.

Health Director Richard Day, who was also a member of the Sewer Commission, explained that when the sewer project was being planned, it was anticipated that some areas would remain on septic systems. Due to capacity changes and changes to state codes and regulations, and available grant opportunities, every house was able to be connected. The scope of the project did change over the 20 years it took to get it done.

Ellen DiPasquale, 9 Mansfield Dr., and SFA member stated the group would be happy to share their data and work together with the Town. Previous agreements throughout town appear very arbitrary.

Gary Persichetti advised his department is looking for orders, invoices, and bills to see where the problems are coming from.

It was the consensus of both sides that the policy needs to be more definitive. Chairman Hanson suggested waiting for F.R. Mahoney's proposal, and schedule a work session or sub-committee when more information becomes available.

LRTA Appointment

Chairman Hanson announced that he has reappointed Selectman Dixon as the Chelmsford representative to the LRTA Advisory Board.

Request for extension of deadline for Citizen Petition Town Meeting Warrant Article

Mr. Cohen explained a petitioner had mistaken the deadline to submit a citizen petition warrant article, and has made this request. The Board agreed that the process has been made public, other petitioners were able to meet the deadline. This petitioner has participated in the process before and has been communicating with Town officials for months. The Board was not comfortable in

potentially setting a precedent by this action. The petitioner was not present at this meeting. No action was taken on this request due to lack of support.

Selectmen Liaison Reports and Referrals

Selectman Dixon:

-Acknowledgement of the passing of Alberta Mooney. She was a great teacher and helped a lot of people.

Selectman Wojtas:

-The last session of the Summer Fun Program at MacKay Library will be held this Wednesday starting at 6:30PM.

Selectman Lane:

-The Town Manager and Police Department were thanked for their enforcement efforts at the parking lot at the Cranberry Bog Reservation.

Chairman Hanson:

-Resident Tom Christiano asked if a mural could be painted on the cement barriers at Heart Pond to make them look nicer. Per Selectmen Wojtas' suggestion, Mr. Cohen will ask the Police Chief if this would create a hazard or distraction.

-Office hours will be held on Thursday at the Java Room from 5:00-6:00PM.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: August 26, 2013.

Motion: by Selectman Wojtas to adjourn this meeting at 9:15PM. Seconded by Selectman Lane.
Motion carries, unanimous.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- List of Committee Vacancies
- Presentation by Segal Co. regarding OPEB
- Memo of July 31, 2013 from Bruce Kayajanian for St. Vartanantz
- Supporting documents for transfer of License for April-Lynne LLC
- Supporting documents for Sal's Pizza outdoor seating request
- Draft List of Fall Town Meeting Warrant Articles
- Proposed sign bylaw amendments

- Memo of July 31, 2013 regarding Decorating Committee Appointments
- Draft Grinder Pump Policy
- Request for extension of deadline for warrant article submission

Approved 10/7/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Work Session Meeting MINUTES
August 19, 2013**

RECEIVED

2013 OCT -8 PM 3:55

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was hand recorded by the Recording Secretary.

Chairman Hanson called the meeting to order at 5:00 PM.

Scheduled Business

Evan Belansky & Vivian Merrill-Dog Park Grant MOU

Mr. Cohen advised that per Town Counsel review, further Town Meeting action may be required regarding a use restriction similar to what was done for the Little League Fields, and approval may be needed for a commitment to relocate and rebuild subject to appropriation at Town Meeting. Selectman Wojtas requested more time to review the document and Selectman Lane requested that Town Counsel perform a thorough review of the document. Selectman Askenburg asked if the water line would provide water safe for human consumption. The Board requested that the agreement that was used by the Town of Arlington be sent to them. The Board decided that this topic will be an agenda item at the next regular Board Meeting.

Board of Selectmen and Town Manager Goals

A revised list with narrative was provided for review by the Board. Each item was discussed, and assigned to the Town Manager, Board of Selectmen, or both. Several items were removed from the final list, as they were not considered relevant goals at this time, for various reasons.

Selectman Lane suggested a separate work session be scheduled to address use of Free Cash.

Selectman Askenburg provided information on a Massachusetts Department of Revenue financial review, which is offered to municipalities at no cost. The audit would incorporate best practices and would be used as a check and balance to current Town procedures. A letter would need to be sent to request the audit.

Selectman Lane suggested having a comprehensive list of commercial building owners and vacant properties similar to what is used by the towns of Burlington and Marlboro. Mr. Cohen noted potential difficulties in keeping the list up to date, as it would depend on the willingness of the various commercial brokers to provide the information on a regular basis. Online permitting

is expected to be operational within a month. Selectman Askenburg suggested that the focus of the list should be on larger industrial properties rather than smaller businesses. Mr. Cohen cautioned against attracting too many large industrial uses due to water and sewer constraints. Selectman Lane felt the town did not have the acreage that most large companies are looking for, but the Town could consider marketing to start-up companies.

Selectman Askenburg suggested a separate work session to discuss long term uses for 54 Richardson Rd. Mr. Cohen advised that DPW functions would continue to occupy the location for up to several more years.

Selectman Wojtas recommended continued interaction with legislators.

Next Regular Meeting: July 1, 2013.

Motion: by Selectman Wojtas to adjourn this meeting at 6:53PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill.
Recording Secretary

List of Reference Documents:

- Draft Dog Park MOU
- List of draft BOS/Town Manager goals.



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A. §18-25

DATE: **Monday, September 9, 2013** TIME: **7:00 PM**

PLACE: **Town Offices** ADDRESS: **50 Billerica Road** ROOM: **204**

AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Vivian Merrill - Fall Dog Activities and events that the CDA
- Jim Curley - 9/11 Remembrance Ceremony, Military Community Covenant
- Henry Parlee - Farm Fair, Historical Society
- Betty Mae Flaherty, Friends of the Library Book Sale 9/20 - 9/22
- Christina Pagonis – Chelmsford Women of Today Proclamation

Open Session: Up to 30 minutes will be provided to residents for the purpose of public input. Scheduled agenda items may take place during this time once public input is complete.

Committee Vacancies

Scheduled Business

- John Sousa – Vacate Foreclosure Judgment
- Susan Gates – One Day Beer & Wine License, CCA, September 11, 2013
- Change of Manager – Chelmsford Lodge of Elks
- Pat Maloney - Fire Station Construction Bid Award
- Evan Belansky – MassWorks Grant, Littleton Road Water Main Upgrade

Town Manager Reports

- a) Highway Employees Union – Recognition of the Chelmsford Public Works Association

Appointments

- a) Bicycle & Pedestrian Advisory Committee
- b) TREE Committee

Meeting Minutes

- a) Regular Meeting Minutes – June 17, 2013
- b) Executive Session Minutes – June 17, 2013
- c) Executive Session Minutes – July 1, 2013
- d) Executive Session Minutes – July 15, 2013

Unscheduled Business

- a) Sign Fall Town Meeting Warrant
- b) Discussion of Proposed Sewer Grinder Pump Policy
- c) Discussion regarding Chelmsford Dog Park Grant
- d) Board of Selectmen & Town Manager Goals

Selectmen Liaison Reports & Referrals

Press Questions

Filed with Town Clerk:

RECEIVED

**SEP 5, 2013
1:05 PM**

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

✓ Merged to 1
✓ Approved - Held

Put on website
after regular
minutes are approved



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30 A. §18-25

DATE: **Monday, September 9, 2013** TIME: **7:00 PM**

PLACE: **Town Offices** ADDRESS: **50 Billerica Road** ROOM: **204**

AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

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- Henry Parlee - Farm Fair, Historical Society
- Betty Mae Flaherty, Friends of the Library Book Sale 9/20 - 9/22
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Open Session: *Up to 30 minutes will be provided to residents for the purpose of public input. Scheduled agenda items may take place during this time once public input is complete.*

Committee Vacancies

Scheduled Business

- John Sousa – Vacate Foreclosure Judgment
- Susan Gates – One Day Beer & Wine License, CCA, September 11, 2013
- Change of Manager – Chelmsford Lodge of Elks
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- a) Regular Meeting Minutes – June 17, 2013
- b) Executive Session Minutes – June 17, 2013
- c) Executive Session Minutes – July 1, 2013
- d) Executive Session Minutes – July 15, 2013

Unscheduled Business

- a) Sign Fall Town Meeting Warrant
- b) Discussion of Proposed Sewer Grinder Pump Policy
- c) Discussion regarding Chelmsford Dog Park Grant
- d) Board of Selectmen & Town Manager Goals

Selectmen Liaison Reports & Referrals

Press Questions

Filed with Town Clerk:

RECEIVED

SEP 5, 2013

1:05 PM

TOWN OF CHELMSFORD

ONORINA Z. MALONEY

TOWN CLERK

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
September 9, 2013**

RECEIVED
2013 NOV -5 PM 3: 01
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

Vivian Merrill-Fall Dog Activities and events of the CDA

A list of events was read. Everyone is invited to all events. Mark Conway was thanked for his donation of a picnic table for the future dog park. Participants in the Training on the Common sessions were thanked for their support of the program.

Jim Curley-9/11 Remembrance Ceremony, Military Community Covenant

A list of activities planned for the day was read. The event will occur on September 14, 2013 starting at 10:00AM. The event is open to everyone.

Henry Parlee-Farm Fair Historical Society

Tabled, Mr. Parlee was not present.

Betty Mae Flaherty, Friends of the Library Book Sale, 9/20-9/22

Everyone is welcome to this sale, which benefits the Library's programs. Ms. Flaherty also notified the community of Friendly's Family Night this Thursday, when a portion of proceeds will be donated to the Friends.

Christina Pagonis-Chelmsford Women of Today Proclamation.

Ms. Pagonis provided a summary of the group's programs and goals, and upcoming events. Everyone is welcome to their next meeting on September 17, 2013 at the Library. A proclamation was read by Selectman Wojtas and accepted by Ms. Pagonis.

Farm Fair

Chairman Hanson read a list of activities from their flyer. Everyone is welcome, and the event is free.

Open Session

Richard Defreitas, 61 St. Andrews Way, spoke as Town Moderator, and asked the Board to consider starting Town Meeting at 7:00PM instead of 7:30PM.

Larry Miscowski, 222 Park Rd., stated that he supports discussions of a grinder pump policy, as his has failed twice in two years. Protecting residents with these pumps helps protect their property values. He raised concerns for pump issues when there are power outages for the elderly and homes with large families.

John Byron, 117 Proctor Rd., felt the Town should support the people with grinder pumps, as some pumps are required to transfer waste for distances close to a mile, and some do not function inadequately.

Jan Dibble, 43 St. Andrews Way, voiced safety concerns as an abutter to the UMass/Lowell West Campus property. The University does not look after these buildings, nor do they maintain their access road. For a while there was a trailer blocking the road. After the recent fire on the property, she is worried.

Gary Heffernan, 11 Braeburn Rd., explained he has had 6 failures of his grinder pump. He hopes for help from the Town, as many of the warranties on the pumps are expiring.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Scheduled Business

John Sousa-Vacate Foreclosure Judgment

All outstanding charges have been paid for the property located at 360 Littleton Rd., Unit 1H, and a formal vote of the Board is required to finish the process. Payment was received on August 22, 2013, in the amount of \$19,754.25.

Motion: by Selectman Wojtas to vacate the final judgment covering the tax taking made against Francine E. Cook for unpaid taxes covering the property at 360 Littleton Rd., Unit 1H, Chelmsford, upon payment of all taxes, interest and charges due as provided under MGL 60:69. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Susan Gates-One Day Beer and Wine License, CCA, September 11, 2013

Ms. Gates explained this event is an Endowment for the Arts Donor Program where only wine will be served. TIPS certification is on file. Mr. Persichetti was thanked for his help with the parking signs at the Chelmsford Center for the Arts parking lot.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to the Center for the Arts for September 11, 2013 for the hours of 6:00PM-8:00PM, to be exercised on the premises at 1A North Rd. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Change of Manager-Chelmsford Lodge of Elks

Pam Christophersen and James Spiller were present for questions.

Motion: by Selectman Wojtas to approve a Change of Manager for the Chelmsford Lodge of Elks from Beth Graham to Pamela Christophersen, to be exercised on the premises at 300 Littleton Rd. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Pat Maloney-Fire Station Construction Bid Award

Mr. Maloney reported that the sub-bids on this project came in higher than projected. Changes in the state laws regulating how municipalities obtain bids prevent municipalities from re-bidding a project. Another issue is that construction industry costs are rising. Only one bid was received for the elevator work for \$299,000.00; this was budgeted at \$146,000.00. Steel was budgeted at \$150,000.00, and actual costs came in at \$300,000.00. The low bidder on the electrical work found an error in his bid which changed his actual amount. The low bid for the General Contractor bids came in at \$6,278,386.00. The result is that the project is \$484,000.00 over the original budgeted amount approved by Town Meeting. The Permanent Building Committee is asking for authorization to request additional funding from Town Meeting. If the request is denied, the project will be changed so that renovations to the Town Offices are held back.

Selectman Askenburg felt the contingency cost estimates are too low considering recent unexpected cost increases. Mr. Cohen explained that funding is available for the current bid. Because these bids are good for 30 days, there would not be time to wait for Town Meeting to approve the additional funding before accepting the bid. Mr. Maloney does not expect any additional costs. The expected completion date for the project will be September 2014 if the General Contractor bid is approved tonight.

Motion: by Selectman Wojtas to approve the Town Manager's bid award for General Contractor work for the Fire Station Headquarters project to BW Construction Co., Inc., of Spencer, MA in an amount of \$6,278,386.00. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Evan Belansky-MassWorks Grant, Littleton Rd. Water Main Upgrade

Mr. Belansky explained this grant would cover expenses related to water main upgrades needed to accommodate the Chelmsford Woods housing proposal, as current water mains are not adequate for water supply and fire suppression. No local match of funding is required. A diagram of the scope of work was provided to the Board for review. The work will require easements from the Kensington Apartments property. Permitting for the project is expected by April, and an engineer would be hired for oversight services. Construction would take up to 6 months. Phase One of the housing project would take up to a year to construct, and Phase Two would be completed about a year later. The deadline to submit the grant application for the water main upgrades is this Friday, September 13, 2013. The total amount being requested under the grant is \$974,480.25. The award will be announced in November for this competitive grant. The state generally awards about 20 projects through this program.

Motion: by Selectman Wojtas to approve submission of the MassWorks grant application for the Littleton Rd. Water Main Upgrade as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Reports

Highway Employees Union-Recognition of the Chelmsford Public Works Association

Mr. Cohen asked the Board for formal recognition of the new union for the Chelmsford Highway Department so that contract negotiations could be completed in time for Fall Town Meeting. A letter of disinterest from the former union was also provided.

Motion: by Selectman Wojtas that the Chelmsford Board of Selectmen waives the Department of Labor Relations election process and officially recognize the Chelmsford Public Works Association as a bargaining unit for the Chelmsford Highway Department. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Other Reports

The recent fire at the UMass/Lowell West Campus is currently under investigation as the building was vacant, with no electricity service. The University has indicated it has no plans or use for the site. Mr. Cohen has reached out to legislators for assistance, and requested the Board send a letter formally requesting the buildings be demolished for public safety reasons.

Motion: by Selectman Wojtas to authorize the Chairman of the Board to draft a letter for review and submission to the governor's office and DCAM encouraging demolition of the buildings at the UMass/Lowell West Campus as discussed. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

A letter was received from the State Lottery Commission indicating that the owners of the New World Gas Station have requested a Keno-To-Go license.

Appointments

Bicycle and Pedestrian Advisory Committee

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Bob Schneider to the Bicycle and Pedestrian Advisory Committee for a term ending June 30, 2014. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

TREE Committee

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Peggy Dunn to the TREE Committee for a term ending June 30, 2016. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-June 17, 2013

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of June 17, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Executive Session Meeting Minutes-June 17, 2013

Motion: by Selectman Wojtas to approve and release the Executive Session Meeting Minutes of June 17, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Executive Session Meeting Minutes-July 1, 2013

Motion: by Selectman Wojtas to approve and not release the Executive Session Meeting Minutes of July 1, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Executive Session Meeting Minutes-July 15, 2013

Motion: by Selectman Wojtas to approve and release the Executive Session Meeting Minutes of July 15, 2013 as presented. Seconded by Selectman Askenburg. Selectman Lane abstained, all others in favor. **Motion carries.**

Unscheduled Business

Sign Fall Town Meeting Warrant

Motion: by Selectman Wojtas that the Board of Selectmen sign and post the Warrant for 2013 Fall Annual Town Meeting for 7:00PM at the Chelmsford Senior Center on October 21, 2013. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Discussion of Proposed Sewer Grinder Pump Policy

Mr. Cohen explained a similar policy was discussed 15 years ago, and opposed by the Board of Selectmen and Finance Committee at that time. Mr. Cohen cautioned against a policy due to the uncertainty of potential costs for maintenance and liability to the Town, as well as determining what level of service was appropriate to the affected homes. Another consideration would be how to address the same issues for approximately 2,000 condominium units and homes on private ways. Mike Vosnakis explained that conducting a baseline survey will be about \$100.00 per property at an estimated cost of \$250,000.00, and an estimated cost of \$800/unit to bring in generators to units that need them. Maintenance costs vary widely. Mr. Cohen noted that the Town currently does not have enough personnel to address response needed in widespread emergency situations. Mr. Vosnakis indicated that FR Mahoney is the only certified repairer for the existing E-1 pumps, and they do not provide any electrical or pipe work. Three towns in the state currently provided maintenance services; two were directed by court order to do so, and one does it voluntarily as they only have 12 pumps to maintain. Mr. Cohen noted the Town has already absorbed the cost of installing the pumps.

Audience Comments:

Dick Gorham, 15 Fenwick Drive, explained residents fought against having to install the pumps, and this situation could have been avoided by letting the affected residents remain on private septic systems that were functioning well. Now every day he worries over whether his pump will function.

Larry Miscowski noted that FR Mahoney will not come out for a service call on weekends or at night. He supports Chairman Hanson's idea of helping residents pay for their pump maintenance costs.

John Byron, 117 Proctor Rd., said the existing pumps are inadequate. He questioned the impacts on the sewer system after the Chelmsford Woods project is built. He suggested creating a fund by adding a small fee to residents' sewer bills.

Jan Dibble, 43 St. Andrews Way, explained she was told her condo was on town sewer when she bought her unit, which was not true. Her condo association has paid about \$60,000.00 to repair pumps. She felt this creates a health issue, especially when some builders get preferential treatment, and use technology that does not work.

Alan Rom, 14 Mansfield Dr., felt what occurred in the past should not be debated. There is now a need to act, either via a policy or at Town Meeting.

Shawn O'Donnell of Carlisle St. explained he is starting a company that will repair grinder pumps. The exclusive nature of FR Mahoney's work is due to the warranty. He feels the pipes are closing due to build-up, and the pipes need to be scoured. There are other pump models and servicing companies available.

Selectman Lane is generally opposed to creating a policy when there is much information that is not known to the Town, and he supports letting the matter be heard at Town Meeting. Selectmen Dixon, Wojtas and Askenburg agreed the working draft document needs more detail. Gary Persichetti advised any action by the Town would require easements, would create extra costs for response times, and issues relating to nighttime work, public safety, and liability as well as addressing private ways and complexes. The Town has already spent \$2.6 million.

Discussion will be continued at the next meeting.

Discussion regarding Chelmsford Dog Park Grant

Mr. Belansky explained the sponsoring foundation was comfortable using the same interpretation as the Town of Arlington for item 16 in the Memo of Understanding ("MOU") between the Town of Chelmsford and the foundation regarding the Town's intent to maintain the Dog Park for a period of no less than 50 years. The initial part of the grant provides up to \$25,000.00 for the park design process. The MOU would not need to be signed until after an engineered design is completed, expected to be in about 3 months. Town Counsel reviewed the document, and agrees having an intent removes a legal obligation for the Town to move the Dog Park.

Motion: by Selectman Wojtas to authorize the Town Manager and Community Development Director to move forward with the grant process for the Dog Park at Richardson Rd. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Board of Selectmen and Town Manager Goals

Mr. Cohen advised that a mobile application for the town website is being developed, as well as an improved process for feedback. Other changes to the Goals document were described.

Motion: by Selectman Wojtas to adopt the Board of Selectmen/Town Manager Goals for FY2014 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Lane:

- The Center Village Master Plan Committee will host a Public Input Session on Tuesday, September 24, 2013 at 7:00PM, at the McCarthy Room at the Public Library.
- The Chelmsford Center for the Arts will open their gallery on Thursday from 2:30-6:30PM and Sunday from 2:00-4:00PM for an exhibit called Your Face: Portraiture. There is a Jazz concert on September 21, Open Mike at 6:30PM on September 24, and an Instrument Petting Zoo on September 29. More information is available on the CCA website.

Selectman Askenburg:

- She will attend the Fifth Regionalization Conference, if anyone wishes to carpool, please let her know.

Selectman Dixon:

- The formal opening of the new turf field at Chelmsford High School was on September 6, and was well attended. The McCarthy turf field should be open in 2 weeks.
- The LRTA is increasing the number of routes it offers and will provide later service. If additional funding is received, they will consider having Sunday routes.
- Mr. Persichetti was complimented on his efforts in improving and cleaning up the DPW site on 54 Richardson Rd.
- Mr. Dixon and his wife will celebrate their 46th wedding anniversary tomorrow.

Selectman Wojtas:

- Congratulations were given to the recent graduates of the Sheriff's Youth Public Service Academy. Sixty-four children from Chelmsford attended this academy.
- Ms. Wojtas attended the opening ceremonies for the Annual 4-H Fair last month.
- Firefighters are collecting food for local food pantries for the entire month of September.

Chairman Hanson:

- Thanks were given to everyone who helped make the turf fields projects possible.
- Office hours will be held on Thursday, at the Java Room from 5:00-6:00PM.

Press Questions

Andy Sylvia, Chelmsford Patch, requested a copy of the Fire Station bid documents. He also asked if the Board had anything to say about the recent hazing allegations made against several CHS football players. The Board had no comment, and Mr. Sylvia was directed to contact the Police or School Department.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: September 23, 2013.

Motion: by Selectman Wojtas to adjourn this meeting at 9:50PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- CDA list of Fall Activities
- Flyer for 9/11 Remembrance Ceremony
- Flyer for Library Book sale
- Proclamation for Women of Today
- Farm Fair Press Release & Flyer
- Memo of August 23, 2013 from John Sousa for 360 Littleton Rd.
- Supporting documents for One Day License Requests
- Supporting documents for Change of Manager Request
- List of Fire Station Headquarter Bids
- Proposed Water Line Extension Plan for Littleton Rd.
- Letter of August 28, 2013 regarding Highway Employee union change
- Committee applications
- Draft minutes
- Draft List of Fall Town Meeting Warrant Articles
- Supporting documents for Sewer Grinder Pump discussion
- Proposed 2014 Goals for BOS & Town Manager



BOARD OF SELECTMEN

Notice of Public Meeting

Filed with Town Clerk:

RECEIVED
SEP 19, 2013
1:15 PM

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

As required by G.L. c. 30 A, §18-25

DATE: Monday, September 23, 2013 **TIME: 7:00 PM**

PLACE: Town Offices **ADDRESS: 50 Billerica Road** **ROOM: 204**

AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements

- Joyce Johnson - The Common Day, September 28, from 10 AM – 3 PM

Open Session: *Up to 30 minutes will be provided to residents for the purpose of public input. Scheduled agenda items may take place during this time once public input is complete.*

Committee Vacancies

Scheduled Business

- Darlene Lussier – Financial Report FY2013 & FY2014
- Evan Belansky – Varney Playground Grant
- Alison LeFlore - Land Donation off Kevin Rd (MBL: 103-386-2)
- Dog Park Sub-Committee Mission & Appointments

Meeting Minutes

- a) Regular Meeting Minutes – June 3, 2013
- b) Work Session Minutes – June 24, 2013

Unscheduled Business

- a) Discuss proposed Grinder Pump Policy
- b) Discuss Package Store Alcohol License policy and regulations
- c) Board of Selectmen Recommendations for the Fall Town Meeting Warrant Articles

Town Manager Reports

- a) LED Streetlights
- b) Dutton House

Selectmen Liaison Reports & Referrals

Press Questions

Executive Session

- Consider the value of real property

Approved 11/18/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
September 23, 2013**

RECEIVED

2013 NOV 20 AM 10:10

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

Joyce Johnson-The Common Day, September 28, 2013 from 10AM-3PM

Ms. Johnson announced 60 vendors are attending this event, which is open to the general public, and sponsored by the Lions Club for the second year running.

Open Session

Frances McDougall, Chelmsford Farmers Market, thanked everyone for all the support throughout the season. On September 26th a ceremony will be held recognizing the many volunteers that helped make this a success. On October 3rd there will be a concert featuring Frank Sinatra's music.

Ellen DiPasquale, President of the Sewer Fairness Alliance, said she hopes for a vote on a policy that provides equity for residents with grinder pumps.

Vivian Merrill, 23 Maple Rd., thanked Markus & Leslie Lewis for the painting fundraiser recently completed for the Chelmsford Dog Association. The mural will be hung at the library for the month of October, and raised \$400.00. Residents were invited to the German Shepherd Rescue League's Walk-n-Wag event on September 28th, where the CDA will provide breakfast and lunch. The CDA has recently received their non-profit status from the IRS.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at www.townofchelmsford.us or through the Town Manager's office.

Scheduled Business

Darlene Lussier-Financial Report FY2013 & FY2014

Final fund balances for FY 2013 were provided for the board's review. Expenditures were higher than incoming revenues, and revenues were \$700,000.00 less than expected. 98.8% of taxes were

Approved 11/18/2013

collected, charter school payments were less than expected and several school grants were closed out. \$151,000.00 was turned back from Departments because snow/ice expenses were less than expected; benefits, unemployment and health insurance costs were less than expected, and there were less police and fire officers injured this year. Most of the encumbrances were requested by the School Department. The full report will be made available on the Town website. Selectman Lane thanked her for the CPC accounting analysis she provides for that Committee.

The audit presentation is scheduled for November 18, 2013.

Receipts for FY2014 are ahead of schedule, at 20.5%. Cherry Sheet figures are starting to come in from the state. Licensing and Permitting fees are increasing, and borrowing premiums are increasing. Health Insurance and benefit payments are due and paid in full as required. All other departments are on target.

Evan Belansky-Varney Playground Grant

Mr. Belansky explained an award letter was received for a grant applied for in April. The grant requires the Town fund the full amount of the project applied for, and 50% will be reimbursed, in the amount of \$296,352.00. The work to be covered will include ADA compliance issues, the bath house interior upgrades, beach erosion issues, and relocation of the basketball court. The rest of the work will be handled as Phase II of the Varney Playground Master Plan, and will be addressed separately. Half of the upfront funding will come from the general fund, and the other half will come from CPA funding, if approved by a Special Town Meeting scheduled for October 24, 2013. Phase II is estimated to cost about \$700,000.00, and will include the baseball field. Mr. Belansky will apply for additional grant opportunities as they become available.

Alison LeFlore-Land donation off Kevin Rd. (MBL: 103-386-2)

The conservation Commission voted to accept this donation, and has signed the deed. Tonight's request is that the Board also sign the deed.

Motion: by Selectman Wojtas to accept the donation from Judith Haggerty of land on Kevin Road as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Dog Park Advisory Committee Mission and Appointments

Mr. Cohen explained the Town has received a check for \$21,254.00 for the design of the Dog Park. The Dog Park Advisory Committee will work with the Town Manager as outlined in the Mission Statement provided to the Board.

Motion: by Selectman Wojtas to approve the Town Manager's appointments of Erik Merrill and Mary McConnell for three year terms to expire June 30, 2016, and Danielle Corsino and Elizabeth Bukala for two year terms to expire on June 15, 2015, to the Dog Park Advisory Committee, and to accept the Mission Statement as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-June 3, 2013

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of June 3, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Work Session Minutes- June 24, 2013

Motion: by Selectman Wojtas to approve the Work Session Meeting Minutes of June 24, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Unscheduled Business

Discuss Proposed Grinder Pump Policy

A draft policy document was provided to the Board for review. Selectman Dixon preferred to see a committee formed to address this issue thoroughly and to determine what would be "fair relief". Selectman Lane supported allowing the matter to be heard by Town Meeting. Selectman Askenburg agreed with both suggestions. Selectman Wojtas felt the Board should vote on a policy, though not the version presented tonight, as it needs many more details and is not ready to be adopted.

Motion: by Selectman Lane that the Board of Selectmen not adopt a policy in regard to Grinder Pumps at this time. Seconded by Selectman Dixon. Selectmen Lane, Askenburg and Dixon in favor, Selectmen Wojtas and Hanson opposed. **Motion carries.**

This matter will be heard at Town Meeting.

Discuss Package Store Alcohol License policy and regulations

Selectman Wojtas noted that the State does not differentiate between mixed use stores and package stores. The Board's current policy is not to issue these licenses to convenience and food stores. Chairman Hanson agreed to ask Town Counsel if it is legal to impose square footage regulations on this type of license. Selectman Askenburg asked what is the goal of changing the current policy. Mr. Cohen noted the ABCC has supported all of the Board's denials of the license, so there does not appear to be a problem with the current policy. Selectman Lane asked to have the Police Chief review the policy and regulations to see if he saw any issues.

Board of Selectmen Recommendations for the Fall Town Meeting Warrant Articles

It was noted that the Finance Committee did not vote on the Fire Station or the Grinder Pump articles due to a lack of a quorum. They also did not vote on the Recycling Facility Citizen Petition or Zoning Articles as these were outside their purview.

No vote is needed for Article 1-Reports of Town Officers/Committees.

Article 2-Sewer Construction Stabilization Fund

Motion: by Selectman Wojtas to recommend approval of Article 2 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 3-Other Post-Employment Benefits Liability Trust Fund

Selectman Askenburg requested this vote be tabled until after the Tri-Board Meeting.

Article 4 Sewer Enterprise-Other Post-Employment Benefits Liability Trust Fund

This vote was tabled.

Article 5 General Stabilization Fund

No action necessary.

Article 6 E-Rate Reimbursement

Motion: by Selectman Wojtas to recommend approval of Article 6 as presented.

Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 7 Funding for Collective Bargaining Agreements

This vote was tabled.

Article 8 Fiscal Year 2014 Budget Amendments

Motion: by Selectman Wojtas to recommend approval of Article 8 as presented.

Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 9 Center Fire Station Headquarters Construction-Additional Funding

Selectman Askenburg requested this item be tabled to consider different funding options.

Motion: by Selectman Wojtas to recommend approval of Article 9 as presented.

Seconded by Selectman Lane. Selectman Askenburg abstained, all others in favor.

Motion carries.

Article 10 Cemetery Improvement and Development Fund

Motion: by Selectman Wojtas to recommend approval of Article 10 as presented.

Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 11 Community Preservation Fund-Rescind Unexpended Appropriations

Motion: by Selectman Wojtas to recommend approval of Article 11 as presented.

Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 12 Community Preservation Fund-FY14 Debt Service

Motion: by Selectman Wojtas to recommend approval of Article 12 as presented.

Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 13 Zoning Bylaw Amendment-Section 195-7 “Home Occupations”

Evan Belansky summarized the changes made since the previous article had been withdrawn. The changes centered on commercial vehicles, the number of visitors, hours and days of operation, and space limits.

Motion: by Selectman Wojtas to recommend approval of Article 13 as presented.

Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 14 Zoning Bylaw Amendment-Article VII, “Signs and Outdoor Lighting”

Provision changes were listed and read into the record.

Motion: by Selectman Wojtas to recommend approval of Article 14 as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 15 Zoning Bylaw Amendment-Article V, “Off-Street Parking and Loading”

Vote was tabled on this Article.

Article 16 Zoning Bylaw Amendment-Article XXI (new), “Community Enhancement and Investment Overlay District”

Vote on this Article was tabled.

Article 17 Citizen Petition: Recycling Facility on Richardson Rd.

Motion: by Selectman Wojtas to not recommend approval of Article 17 as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Article 18 Citizen Petition: Bylaw Amendment Sewer Grinder Pumps

Motion: by Selectman Wojtas to not recommend approval of Article 18 as presented.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Reports

LED Street lights

Lights were installed at two test areas on Acton Rd. and Dalton Rd., and some minor changes were recommended. The conversion of all lights is expected to be completed by June 2014. The fixtures are on a sensor, will provide a better quality of light, and will be cost efficient.

Dutton House

The Library Trustees have voted to apply for a Demolition Permit for this building, as they need the space for their operations. The prior proposal offered by the Chelmsford Housing Authority has been withdrawn, as the building is not large enough for their purpose. It is hoped someone will come forward that is willing to relocate the house.

Other Reports

The ABCC has affirmed the Board’s denial of the Triangle Package Store license request.

Sam’s Liquors has closed its business, and has indicated the license will be transferred. If no response is received in a month, action will be required.

The burned building on UMass Lowell’s West Campus will be demolished. No word has been received on the status of the remaining buildings.

FERC has affirmed their original ruling on the installation of bladder dams at the Pawtucket Falls.

The Planning Board's decision on a proposal for 26 North Rd. is being appealed by an abutter.

Mass Housing has issued a project eligibility approval letter for the 40B proposal on Mill Rd. Abutters have been sent a letter by the applicant.

A joint meeting between the BOS, School Committee and Finance Committee will be held next Monday at the School Administrative offices starting at 7:00PM.

John Sousa has been certified as a Municipal Collector, in addition to his earlier certification as a treasurer.

Selectmen Liaison Reports and Referrals

Selectman Lane:

- An information session & workshop will be held at the McCarthy Meeting Room at the Library on September 24 at 7:00PM hosted by the Center Village Master Plan Committee to discuss the findings and recommendations of their consultant.
- The three newest firefighters were welcomed and congratulated.
- Selectman Wojtas was thanked for hosting a wonderful 9/11 Remembrance Ceremony.

Selectman Askenburg:

- Tom Christiano was congratulated for taping his 350th Politically Incorrect show.

Selectman Dixon:

- The High School football team was congratulated for winning several recent games.
- The turf field at McCarthy Middle School will be completed soon.

Selectman Wojtas:

- Chairman Hanson was congratulated on being chosen as the Chairman of NMCOG.
- Voting for the One Book program sponsored by the Library will continue through October 26.
- All attendees at the 9/11 Remembrance Ceremony were thanked for coming.
- A flu clinic will be hosted at the Chelmsford Senior Center from 2:00-6:00PM on September 26, 2013.

Chairman Hanson:

- Stated that it was a great 9/11 Remembrance Ceremony.
- The newest firefighters were congratulated.
- Office hours will be held on Thursday, at the Java room from 5:00-6:00PM.

Selectman Askenburg asked if the Board's packet information could be posted online, similar to what is done in Westford and Hopkinton to promote more civic engagement. Mr. Cohen noted confidentiality issues could arise on certain applications, and a prior suggestion for I-Pads was rejected. This will be discussed more as an agenda item at a future meeting.

Approved 11/18/2013

Press Questions

Andy Sylvia, Chelmsford Patch, asked about ADA access to the Town Offices during the Fire Station construction period. He was advised there are 6 spaces available at the front of the building for this purpose, and in the future someone will make sure the front door is unlocked.

Executive Session

Motion: by Selectman Wojtas to enter into Executive Session, not to return to Regular Session to Consider the value of real property. Seconded by Selectman Askenburg.

Roll Call Vote:

Selectman Lane: Aye

Selectman Askenburg: Aye

Selectman Dixon: Aye

Selectman Wojtas: Aye

Chairman Hanson: Aye

Regular Session was adjourned at 9:45PM

Next Regular Meeting: October 7, 2013.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- A Common Day Flyer
- List of Committee Vacancies
- Fiscal Year 2013 Final Report
- Supporting documents for Varney Park Renovation Project Grant Application
- Supporting documents for Kevin Road land donation
- Supporting documents & appointments for Dog Park Advisory Committee
- Draft Minutes
- Draft Grinder Pump Policy
- Liquor License Policy and Regulations
- Fall Town Meeting Warrant and Article summary
- Application for a Demolition Permit for Dutton House



BOARD OF SELECTMEN
**Joint Meeting w/
School Committee &
Finance Committee**

Filed with Town Clerk:

DATE: **Monday, September 30, 2013** *TIME:* **7:00 PM**

PLACE: **School Administration** *ADDRESS:* **230 North Road** *ROOM:* **conf. 1**

AGENDA

7:00 p.m Call to order

- Extraordinary Capital Planning
- Operating Budget Strategic Priorities

Adjourn

Approved 11/18/2013

Town of Chelmsford
Board of Selectmen Minutes
230 North Road, Conference Room 1
Chelmsford, MA 01824

RECEIVED
2013 NOV 20 AM 10:10
TOWN OF CHELMSFORD
OHORINA Z. MALONEY
TOWN CLERK

**Tri-Board Regular Meeting MINUTES
September 30, 2013**

Board of Selectmen Attending:

Matt Hanson, Chairman
James Lane, Selectman
George Dixon, Jr., Selectman
Patricia Wojtas, Vice Chairman
Janet Askenburg, Clerk

Paul Cohen, Town Manager
John Sousa, Town Treasurer
Darlene Lussier, Town Accountant
Pat Maloney, Permanent Building Committee
Gary Persichetti, Director of Public Works
Kathleen Canavan, Facilities Director
David Duane, Permanent Building Committee

School Committee Attending:

Al Thomas
Nick DeSilvio
Evelyn Thoren
Not Present: Michael Rigney and Barbara Skaar

Frank Tiano, Superintendent
Kathy McWilliams, Business Manager

Finance Committee Attending:

Stratos Dukakis
Patrice Garvin
Patrick Kimera
Not Present: Roy Treible and Sasha Bonakdar

Sheila Pichette
Tom Gilroy

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, MA. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:05PM.

**Extraordinary Capital Planning
Operating budget Strategic Priorities**

Mr. Cohen summarized major capital improvement projects completed over the last decade, and explained that while some communities are faced with having to replace entire buildings due to deferred maintenance, Chelmsford's facilities still need maintenance but not replacement because of improvements that have been ongoing, and will continue to provide future cost savings. John Sousa explained the difference between excluded and non-excluded debt, and listed when various bonds will be retired. The Town's financial policy is that debt shall not exceed 10% of the operating budget, and it is currently carrying debt at 5.13%, which will increase to 6.15% for FY15. Ten year debt schedules were provided for review.

Mr. Cohen explained the modular buildings currently being used at South Row School are 20 years old, and the ones at Parker and McCarthy Schools are 10-13 years old. The School Committee is considering full-day kindergarten, which will change the needs of the elementary schools, and will possibly include

using the former Westlands School as a school again, and there will be other additional costs. The remaining phases of the DPW facility were listed, and the Town Clerk is considering how to preserve the Town's archives. The future of the Center fire station building on North Rd. and the Dutton House are also under consideration. The lease for the Chelmsford Forum will expire in 2018, and the Town will need to decide whether to purchase the building outright. The Varney Playground restoration plan is in its beginning stages, and infrastructure improvements to Center Village and Vinal Square are being discussed. The Town is currently funding \$1 million out of \$2.3 million in annual unfunded OPEB liability costs. The Fire Department will also need to consider replacing their Quint vehicle, as it is 12 years old.

Discussion/comments:

Mr. Cohen asked attendees to consider how to plan for projects while considering other choices for free cash, the stabilization fund, the town's bond rating, and other financial factors. Generally, debt does not affect bond rating, and Town Meeting will decide whether to support a project or not. Mr. Sousa noted the Town's investments are doing pretty well, as most are fixed income type investments. The Federal government eliminated easements which affected the bond markets when earnings went down.

Ms. Garvin asked Dr. Tiano how full day kindergarten would be funded. He explained everything is in very early planning stages, and costs are still being evaluated. There could be 2 classes in each elementary school, or 8 classes at the Westlands. Science labs at the middle and high schools are also being evaluated due to changing state science standards. There is a potential to pursue a transition grant that would pay \$15,000.00 per kindergarten class, furnishings are estimated at \$12,000.00 per class. Additional staff, books curriculum and supplies, and transportation costs are also being figured in. Mr. DeSilvio noted the restrooms at the High School need upgrading, and he agreed that the modular units noted earlier may have reached the end of their useful life. Mr. Persichetti estimated the replacement costs for the units at Parker & McCarthy to be around \$8.4 million, and the unit at South Row around \$700,000.00.

Pat Maloney noted some success with obtaining grant funding by designing a project to fit into a program, which may help with upgrading the science labs.

Mr. Cohen noted it takes 18-24 months to design a ladder truck, which also requires funding. Implementation of the ESCO program took some items off the capital budget, however there are still other needs. Decisions on what projects get done are based on feedback obtained from various committees, public input, and from Town Meeting, to try and determine what is priority to the residents, and how to balance those requests with the existing budget. A five year plan is updated every year.

Mr. Dukakis asked about possible tax relief for residents. Mr. Cohen explained it is difficult to determine meaningful tax relief, as the common view is that taxes are always too high, and often come with the price of cutting services. Mrs. Pichette asked if any major bridge work was needed in Town. She was told that the Westford St. bridge over Rt. 495 is a state funded project. The town is addressing its road infrastructure as it can afford it.

There being no further comments from attendees, Chairman Hanson thanked everyone for their input.

Motion: by Selectman Wojtas to adjourn the meeting at 8:40PM. Seconded by Selectman Askenburg.
Motion carries, unanimous.

Respectfully submitted,

Approved 11/18/2013

Vivian W. Merrill
Recording Secretary

Reference Documents:

-Capital Planning presentation

RECEIVED

2013 OCT -3 PM 4:01



BOARD OF SELECTMEN MEETING AGENDA

Town Offices
50 Billerica Road
Chelmsford, MA 01824
Monday, October 7, 2013
7:00 PM Room 204

TOWN OF CHELMSFORD
ONGRINA Z. MALONEY
TOWN CLERK

1. 6:00 P.M. CUB SCOUT PACK 107 DENS 1&2, CITIZEN'S BADGE

Documents: CERTIFICATE OF APPRECIATION AWARDS DEN 1 AND 2 10/07/2013

2. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

3. PUBLIC SERVICE ANNOUNCEMENTS

3 I TRICK OR TREATING HOURS

Trick or Treating will take place on Thursday, October 31 from 6 00 PM - 8 00 PM

3 II VIVIAN MERRILL - HOWL'WEEN EVENT

Dog & Costume Show with Trade Fair

October 19, 2013

11AM-3PM

At Parlee's Farm Field located at the intersection of Pine Hill and Galloway Rd

Rain date, October 20

Documents: 10324 WFLR 1 PLE

3 III SUE ROSA - BEHIND CLOSED DOORS - CURRENT TRENDS IN TEEN SUBSTANCE ABUSE

DATE Thursday October 10, 2013

LOCATION Chelmsford High School

Performing Arts Center

TIME 7 00 pm - 9 00 pm

PRESENTER Traci Wojciechowski

Regional Director of Student Assistance Programs

Caron Treatment Centers

Documents: 10324 WFLR 1 PLE

3 IV SUE ROSA - SEASONAL FLU CLINIC SCHEDULE

Location Chelmsford Senior Center

75 Groton Rd. North Chelmsford

Date Thursday October 17, 2013

Time 4 00 p.m. to 7 00 p.m.

Ages 6 months and older

Documents: 10324 WFLR 1 PLE

3 IV I PUBLIC AUCTION 181 LITTLETON ROAD UNIT 114 10/31/2013 2 00 PM

Documents: 10324 WFLR 1 PLE

4. OPEN SESSION

5. COMMITTEE VACANCIES

Documents: 10324 WFLR 1 PLE

6 SCHEDULED BUSINESS

6 I ONE DAY BEER & WINE LICENSE RECEPTION 10/8/13 CCA

RECEIVED

2013 OCT -3 PM 4:02

TOWN OF GUILDFORD
ONORINA Z. MALONEY
TOWN CLERK

- Documents ONE DAY 1 PDF
6 II ONE DAY BEER & WINE LICENSE, CONCORD WOMEN'S CHORUS, 11/2/13 CCA

- Documents ONE DAY 2 PDF
6 III ONE DAY BEER & WINE LICENSE, ALL SAINTS CHURCH, 11/2/2013

- Documents ONE DAY 3 PDF
6 IV 7:30 P.M. PUBLIC HEARING TRANSFER OF ALL ALCOHOL RESTAURANT LICENSE, RADISSON, HOTEL

- Documents RADISSON PDF
6 V 7:40 P.M. PUBLIC HEARING NEW ALL ALCOHOL RESTAURANT LICENSE d b a One Ten Grill

- Documents ONE TEN GRILL PDF
6 VI 7:45 P.M. PUBLIC HEARING VERIZON - UNDERGROUND CONDUIT PETITION TECHNOLOGY DR

- Documents UNDERGROUND CONDUIT PETITION TECHNOLOGY PDF
6 VII 8:00 P.M. PUBLIC HEARING VERIZON - POLE PETITION, BILLERICA RD

- Documents POLE PETITION BILLERICA RD PDF
6 VIII 8:01 P.M. DANGEROUS DOG HEARING
"Bear" owned by Kenneth St. Hilaire, 209 Graniteville Rd

- Documents DOG HEARING PDF, DOG HEARING - ANIMAL CONTROL COMMENTS PDF
7. TOWN MANAGER REPORTS

- 7 I TOWN CLERK ONORINA MALONEY S DESIGNATION AS CERTIFIED MUNICIPAL CLERK

- Documents MUNICIPAL CLERK DESIGNATION PDF
7 II OWNER S AGENT TECHNICAL ASSISTANCE GRANT APPLICATION TO THE MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES FOR A SOLAR PHOTOVOLTAIC SYSTEM AT THE SWAIN ROAD LANDFILL

- Documents DRAFT DATA APPLICATION AUGUST 2013 PDF, SWAIN LANDFILL PV ASSESSMENT PDF
7 III DISPOSITION OF THE DUTTON HOUSE AND CENTER FIRE STATION

- Documents DUTTON HOUSE DISPOSITION PDF, REPORT PDF, PHOTOGRAPHY DISPOSITION PDF, LETTER DUTTON HOUSE 12-13 PDF
7 IV QUARTERLY REPORT ON BOARD OF SELECTMEN/TOWN MANAGER FY14 GOALS

- Documents GOALS STATUS REPORT 2013-2014 PDF
8. MEETING MINUTES

Regular Meeting Minutes

7/1/2013
7/15/2013
7/29/2013
8/5/2013 Joint meeting BOS-ZBA Housing
8/12/2013
8/19/2013 Work Session

Executive Session Minutes
7/29/2013

Documents 7/1/2013 MEETING MINUTES PDF, 7/15/2013 MEETING MINUTES PDF, 7/29/2013 MEETING MINUTES PDF, 8/5/2013 JOINT MEETING MINUTES PDF, 8/12/2013 MEETING MINUTES PDF, 8/19/2013 WORK SESSION MINUTES PDF

9. UNSCHEDULED BUSINESS

- 9 I 9/11 MEMORIAL LETTER

- Documents 9/11 MEMORIAL LETTER PDF
9 II SEXUAL HARRASSMENT POLICY

Documents SEXUAL HARASSMENT POLICY 10/2/13
9 III ANTI-DISCRIMINATION POLICY

Documents ANTI-DISCRIMINATION POLICY AND POL
9 IV RECOMMENDATIONS ON FALL TOWN MEETING WARRANT

Documents 2013 FALL ANNUAL TOWN MEETING WARRANT PDF, LIST OF
9 V SIGN WARRANT FOR OCTOBER 24 2013 SPECIAL TOWN MEETING RE VARNEY PLAYGROUND
GRANT

Documents 2013 TOWN WARRANT AND TOWNSHIP VARNEY PLAYGROUND FROM TOWN WITH
ED WILSON PDF
9 VI DEPARTMENT OF REVENUE FINANCIAL MANAGEMENT REVIEW
9 VII ON-LINE MEETING PACKETS

10. SELECTMEN LIAISON REPORTS & REFERRALS

11. PRESS QUESTIONS

12. EXECUTIVE SESSION

Strategies with respect to labor negotiations with:

- Chelmsford Public Works Association
- Police Superior Officers
- Cemetery Employees
- Contract Negotiations with Town Manager

Contract negotiations with Town Manager

Next Regular Meeting: October 28, 2013

RECEIVED

2013 OCT -3 PM 4:02

TOWN OF CHELMSFORD
ORDINANCE KEY

Approved 12/2/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2013 DEC -4 PM 2: 06

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
October 7, 2013**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, MA. This meeting was video recorded by Chelmsford Telemedia.

Cub Scout Pack 107 Dens 1&2, Citizen's Badge-6:00PM

Dens 1 & 2 led the Pledge of Allegiance. Certificates were read by Selectman Wojtas and accepted by each member of the troop.

Call to Order - Notification of live broadcast-7:00PM

The meeting was called to order by Chairman Hanson at 7:00 PM. This meeting was televised by Chelmsford Telemedia, and hand recorded by the recording secretary for the purposes of meeting minutes.

Public Service Announcements

Trick or Treating Hours

Trick-or-treating will be from 6:00-8:00 PM on October 31, 2013.

Vivian Merrill - Howl'ween Event

Everyone is invited to this annual event, which will benefit the CDA and the future Dog Park. New for this year will be dog carnival games.

Sue Rosa, Behind Closed Doors; Current Trends in Teen Substance Abuse

October is substance abuse prevention month. Board of Health statistics were presented for teen drug use and how drugs are commonly obtained. A presentation program will be held Thursday, October 10, 2013 from 7:00-9:00 PM at the Chelmsford High School Performing Arts Center. This event is open to parents everywhere.

Sue Rosa - Seasonal Flu Clinic Schedule

A flu clinic is being held on October 17, 2013 at the Chelmsford Senior Center from 4:00-7:00 PM. It is open to any resident 6 months and older.

Public Auction 181 Littleton Road Unit 114 10/31/2013 2:00 PM

Location, date, and time of the auction was listed, \$10,000.00 minimum deposit is required to participate.

Open Session

No one came forward at this time.

Approved 12/2/2013

Committee Vacancies

Vacancies were read by Selectman Wojtas. Interested applicants can download an application from the town website, or may pick one up at the Town Manager's office.

Memorial letter

Firefighter Don Peterson described the conceptual drawing presented to the Board, which will memorialize the events of September 11, 2001, including memorial granite markers, benches and flag poles. Selectman Wojtas added that a request was being made to apply for a piece of the World Trade Center as part of the project.

Motion by Selectman Wojtas to accept and send the letter endorsing the 9/11 Memorial and requesting a piece of steel from the World Trade Center as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Scheduled Business

One Day Beer & Wine License, Reception 10/8/13, CCA

Susan Gates announced this event is a reception with Lowell General Hospital which includes an art exhibit to be donated to the Chelmsford Center for the Arts. The exhibit theme is for breast cancer awareness month.

Motion by Selectman Wojtas to approve a One Day Beer & Wine License to the Chelmsford Center for the Arts for October 8, 2013, to be exercised on the premises at 1A North Road, for the hours of 6:00 PM-8:00 PM, with a seating capacity of 200. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

One Day Beer & Wine License, Concord Women's Chorus, 11/2/13 CCA

Cynthia Sorn of Carlisle announced the event Celtic Journey will be held on November 2, 2013 beginning at 7:00 PM. The program was described. There were no questions from the Board. TIPS certification is on file.

Motion by Selectman Wojtas to approve a One Day Beer & Wine License to the Concord Women's Chorus for November 2, 2013, to be exercised on the premises at the Chelmsford Center for the Arts, 1A North Road, for the hours of 6:00 PM - 11:00 PM with a seating capacity of 180. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

One Day Beer & Wine License, All Saints Church, 11/2/2013

Melissa Flewelling explained that filming for a movie called American Templars was done at the church. The event will include a catered dinner and premier viewing. The Board had no questions.

Motion by Selectman Wojtas to approve a One Day Beer & Wine License to All Saints Episcopal Church for November 2, 2013, to be exercised on the premises at 10 Billerica Road, for the hours of 6:00 PM – 11:00 PM, with a seating capacity of 180. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Reports

Town Clerk Onorina Maloney's Designation as Certified Municipal Clerk

Mr. Cohen wished to publically recognize Mrs. Maloney for her achievement.

Owner's Agent Technical Assistance Grant Application to the Massachusetts Department of Energy Resources for a Solar Photovoltaic System at the Swain Road Landfill

This grant would provide \$12,500 for technical assistance for a solar energy project at the Swain Rd. location. The grant award would cover a feasibility study for the site; it is estimated that 800 KW could be developed at this location. The grant would help develop a request for proposals document to lease land for that purpose, including a pre-bid tour. Mr. Cohen is awaiting word on acceptance. If a plan comes together, discussions with abutters would be conducted. Mr. Cohen will keep the Board apprised of progress.

Disposition of the Dutton House and Center Fire Station

A request from the library trustees was received, seeking removal of the Dutton House from the library grounds. The previous concept of moving the house to the Center Fire Station location on North Rd. is not moving forward. A competitive bid process is required on both this house and the Center Fire Station building, as both are worth more than \$5,000.00. Disposing of the Center Fire Station site will require town meeting vote. Another option is to retain the fire station site, potentially leasing it to someone, or making capital improvements. No decision is needed tonight on either property. It was noted that Mr. Richard McClure has submitted an offer on the Dutton House. Mr. Cohen hopes to do something by Spring 2014 for that building. An RFP will be created for the disposition of the Dutton House. Further discussions are required for the details.

Regarding the Center Fire Station, Selectman Lane asked if it was leased for less than 5 years, how much flexibility is there on who goes in. Mr. Cohen advised the Town can be very flexible, as the building can still support a variety of uses. Conditions are put in the procurement process. If the length of lease is under 5 years, the Board of Selectmen makes the decision. If the length of lease is more than 5 years, the decision goes to town meeting.

Motion by Selectman Wojtas to direct the Town Manager to issue a Request for Proposals to dispose of the Dutton House. **Motion fails for lack of a second.**

Selectman Lane would support a preference to keep the building within the town, or to a non-profit who can preserve it in the town. Town Counsel will review the RFP. A draft document will be reviewed at the next meeting. The RFP will include a time commitment to get the house moved.

PUBLIC HEARING: Transfer of All Alcohol Restaurant License, Radisson Hotel

Michael Milazzo, Ashok Patel, and Scott Durkee were present for questions. Atty. Milazzo's client recently purchased the hotel and they wish to transfer the Alcohol & Entertainment Licenses. The restaurant and bar will remain the same as before. The All Alcohol License is for the restaurant and banquet hall. The Entertainment License will also remain the same. The hours of operation will change as noted on the application.

Motion by Selectman Wojtas to approve the transfer of the All Alcoholic Innholder License, and Entertainment License, for the Chelmsford Hotel Company, d/b/a Radisson Hotel & Suites, to Ronit Hospitality II, LLC, d/b/a Radisson Hotel & Suites, to be exercised on the premises at 10 Independence Drive, for the hours of 11:00 AM - 1:00 AM weekdays and 10:00 AM- 1:00 AM Sundays, contingent upon final approval from the Board of Health, Fire Prevention and the Building Department. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

PUBLIC HEARING: New All Alcohol Restaurant License

Atty. Beth Ahern and her client Mr. John Gailey, new manager of 110 Grill, were present for questions. This is a new application for Take Two LLC. Operations will remain the same. An interior refresh is ongoing and the restaurant will reopen. Department sign offs are complete without conditions. The applicant hopes to be open in time for Christmas. The ABCC still needs to approve the application. Prior issues with the old license are resolved, hence this request for a new license. Selectman Lane supported waiving the two week wait.

Motion by Selectman Wojtas to approve an All Alcoholic Restaurant License, and Entertainment License, to Take Two One Ten Grill, LLC, d/b/a One Ten Grill, to be exercised on the premises at 116 Chelmsford Street, with a seating capacity of 100 total inside and outside, for the hours of: Monday -Thursday: 11:00 a.m. - 10:00 p.m., Fridays: 11:00 a.m.-12:00 a.m., Saturdays: 7:00 a.m. - 11:00 p.m., and Sundays: 7:00 a.m. - 9:00 p.m. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

PUBLIC HEARING: Verizon - Underground Conduit Petition, Technology Dr.

Joseph Gleason was present for Verizon. The project consists of 10 feet of underground conduit at Research Place, and 35 feet along Technology Drive, onto North Rd. to pole 128. Lowell General Hospital is building out a high capacity fiber network and data transfer station.

Selectman Wojtas asked how many double poles have been removed in the last six months.

Mr. Gleason agreed to have the Right of Way Dept. contact the Town Manager's office with latest report to discuss that issue. He was not prepared to discuss double poles tonight. Selectman Wojtas noted an increase in the number of double poles.

Mr. Gleason advised he could come back at a future meeting to discuss double poles with the Board.

Selectman Askenburg requested a plan to reduce the number of poles. Mr. Gleason will try to get this. He noted Verizon is having the same issue in Dracut and he apologized for not having the inventory tonight.

The Board was encouraged to contact Verizon directly in North Andover. Mr. Gleason wasn't aware that the issue by St. Mary's Church had not been resolved. Selectman Lane explained the only power the Board has is to deny the petitions, but then residents suffer. Mr. Gleason advised the Board would receive a better response by contacting Verizon during the day rather than commanding them to appear at a meeting. Selectman Lane advised that 25 new poles in the Amble Rd area have been installed with no wires transferred to date and it has been over a month.

Motion by Selectman Wojtas to close the Public Hearing for the underground conduit petition. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion by Selectman Wojtas to approve the underground conduit petition Plan 66 dated July 23, 2013, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

PUBLIC HEARING: Verizon - Pole Petition, Billerica Rd.

Joseph Gleason, Right of Way Agent for Verizon, spoke to a request from National Grid to install a mid-span pole by Perham and Billerica Roads, incidental to work going on at Town Offices. The Verizon engineer has not received any information. Mr. Cohen advised this is to supply power to the new fire station. Mr. Gleason did not know a fire station was going into this site. This petition will include underground conduit. No comments were received from the audience.

Motion by Selectman Wojtas to close the Public Hearing for Verizon Pole Petition for Billerica Rd. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion by Selectman Wojtas to approve the proposed Verizon mid-span Pole Petition, Petition Plan #67 dated September 6, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Dangerous Dog Hearing

Animal Control Officer Erik Merrill was present for this hearing. Officer Merrill was sworn in.

Police reports are on file showing numerous incidents with dog and owner. This dog bit in April, causing injury. He was running loose 2 weeks ago, cornered a woman, and the police officer responding would not get out of his car. Officer Merrill arrived and observed the dog was very aggressive. Two other officers arrived on the scene, and Officer Merrill was bit by the dog during this incident. Past citations were listed. There are two dogs, both of which have running-at-large issues. Officer Merrill felt this dog is dangerous and appropriate actions should be taken by the owner or the dog should be euthanized. Past certified

letters sent to the owner have been refused by the owner. Letters have been hand delivered by the police department on past issues. Another incident involved a parts delivery man being bitten while bringing parts to owner's place of business. Selectman Lane clarified the two addresses of the owner. Officer Merrill provided a list of recommendations for the home, but this can be amended to include the business address. The owner has not been personally served for this hearing. In a prior quarantine case, the quarantine was eventually fulfilled and that case is still pending in Lowell District Court. The other dog has not bitten anyone. The owner claims the aggressive dog in this hearing (Bear) was rescued from someone in town, but there is nothing to substantiate this.

Different style muzzles were described by Officer Merrill, and the reasons behind various enclosures. The dogs currently spend a lot of time outside on cables. The Board was advised they could amend the list provided by Officer Merrill as they wish. The dogs live close to a school. The dogs are commonly transported in the back of the owner's truck, and now they have been tethered to the truck. A recommendation was made to muzzle the dog during transports or while away from home, not in house or in an enclosure. A red/yellow collar is a nationally recognized symbol for a dangerous dog, and should be used on this dog.

Selectman Lane suggested placing a time limit on when the enclosure must be completed. Selectman Dixon suggested having the notice hand delivered.

Any decision can be appealed within 20 days. Officer Merrill suggested adding clarifying language to address the business location out of concern for customers. Selectman Lane added a condition to the list provided by the ACO: if there any further incidents, the dog will be seized by the ACO and euthanized. Selectman Askenburg was not comfortable with euthanizing the dog, as the owner is not present at this meeting. Conditions for seizure were clarified. If the dog is seized, daily charges would apply, payable by owner.

Motion by Selectman Wojtas to Close the Dangerous Dog Hearing for Bear, 209 Graniteville Rd. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion by Selectman Wojtas to designate Bear, owned by Kenneth St. Hilaire, at 209 Graniteville Rd., be deemed a Dangerous Dog and that Mr. St. Hilaire implement the recommendations listed by the ACO in the decision letter, and include that anytime the dog leaves 209 Graniteville Road, he must be leashed and basket muzzled; any further violations will result in the dog being seized and held until the next hearing. Mr. St. Hilaire has until November 30, 2013 to comply with all recommendations as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Reports

Quarterly Report on Board of Selectmen/Town Manager FY14 Goals

A quarterly update was presented to the Board. Dated records will be kept for future updates.

Meeting Minutes

Regular Meeting-July 1, 2013

Motion by Selectman Wojtas to approve the Regular Meeting Minutes of July 1, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Work Session Meeting-July 15, 2013

Motion by Selectman Wojtas to approve the Work Session Meeting Minutes of July 15, 2013 as presented. Seconded by Selectman Askenburg. Selectman Lane abstained, all others in favor. **Motion carries.**

Regular Meeting-July 29, 2013

Motion by Selectman Wojtas to approve the Regular Meeting Minutes of July 29, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Joint Meeting-August 5, 2013

Motion by Selectman Wojtas to approve the Joint BOS/ZBA/Housing Advisory Board Meeting Minutes of August 5, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Regular Meeting-August 12, 2013

Motion by Selectman Wojtas to approve the Regular Meeting Minutes of August 12, 2013 as presented. Seconded by Selectman Lane. Selectman Askenburg abstained, all others in favor. **Motion carries.**

Work Session Meeting-August 19, 2013

Motion by Selectman Wojtas to approve the Work Session Meeting Minutes of August 19, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Executive Session Meeting-July 29, 2013

Motion by Selectman Wojtas to approve but not release the Executive Session Meeting Minutes of July 29, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Unscheduled Business

Sexual Harassment Policy

The written policy was provided to the Board as an annual requirement. There are no changes from the previous document. Mr. Cohen will double check on School Department personnel being included in the document. Selectman Askenburg requested a "last update" date be cited in the document.

Anti-Discrimination Policy

A "last update" date will be added to the document; no other changes were needed.

Recommendations on Fall Town Meeting Warrant

Article 3-Other Post Employment Benefits Liability Trust Fund

Motion by Selectman Wojtas to recommend approval of Article 3 on the Fall Town Meeting Warrant, to put all free cash into OPEB. Seconded by Chairman Hanson. Selectmen Askenburg & Lane opposed, Selectman Dixon abstained. **Motion fails.**

Selectmen Askenburg and Lane questioned whether some free cash should be used toward the fire station cost increases. Selectman Lane suggested changing the order of the articles within the warrant to allow Town Meeting to have some input on how this money is spent. Mr. Cohen advised the Town should be putting \$2.3 million into the OPEB fund annually, and this article and Article 4 would allow \$1 million to be put toward OPEB. The Finance Committee unanimously recommended approval of both Articles 3 & 4.

Motion by Selectman Wojtas to recommend approval of Article 3. Seconded by Chairman Hanson. Selectman Askenburg opposed, all others in favor. **Motion carries.**

Article 4-Sewer Enterprise-Other Post Employment Benefits Liability Trust Fund

Motion by Selectman Wojtas to recommend approval of Article 4. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Approved 12/2/2013

No action was requested on **Article 5-General Stabilization Fund.**

Article 7-Funding for Collective Bargaining Agreements

Vote was tabled.

Article 15-Zoning Bylaw amendment-Article V-"Off Street Parking and Loading"

Vote was tabled pending clarification of maximum on street parking under 195-17, p 10, per request of Selectman Wojtas. Selectman Lane suggested she look at Section AA that was not included in current documents provided to the Board.

Article 16-Zoning Bylaw Amendment-Article XXI "Community Enhancement and Investment Overlay District"

Vote was tabled pending Planning Board recommendation.

Sign Warrant for October 24, 2013 Special Town Meeting re: Varney Playground Grant

Motion by Selectman Wojtas to sign and post the Special Town Meeting Warrant for October 24, 2013 to start at 6:59 PM at the Chelmsford Senior Center. Seconded by Selectman Askenburg.

Motion carries, unanimous.

Motion by Selectman Wojtas to recommend approval of Article 1 for Varney Playground funding. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Department of Revenue Financial Management Review

Selectman Hanson asked the Board for authorization to send a letter to DOR to request this review. Selectman Wojtas requested to see the letter first.

Selectman Askenburg suggested a vote to support the review and then draft the letter, as the letter needs to reference the vote for support of the review.

Audit results will be available in November.

Selectman Askenburg wished to clarify that this is not to question anyone's efforts. This is an objective third party review looking at practices and procedures and recommending "best practices". Lead time is 6-9 months, and much of the information can be sent electronically.

Motion by Selectman Wojtas to support the request for the Department of Revenue's Financial Management Review, and to direct the Chairman to draft a letter requesting the review.

Seconded by Selectman Askenburg. **Motion carries, unanimous.**

On-Line Meeting Packets

Selectman Askenburg complimented Ms. Dzuris for putting the meeting packet together.

Selectman Wojtas wanted to have time to review documents prior to them going online so she can be more prepared to answer residents' questions in the event information is taken out of context.

Selectman Askenburg hopes this encourages more resident participation at open session.

Selectman Lane suggested there may be a need to identify what will be a call for action via a vote, and what will be a discussion.

Mr. Cohen advised sometimes this may be difficult to determine, without violating open meeting law.

Approved 12/2/2013

Selectman Wojtas asked if other committees could also use the same format. Mr. Cohen advised it will be announced that this is available, and they could decide if they want to use this method.

Selectmen Liaison Reports & Referrals

Selectman Lane:

- The Center Village Master Plan Committee met at the library two weeks ago for a public input session and saw very good turnout and recommendations which were made. Participants embraced many concepts like the brook walk and pedestrian, traffic, and parking flow.
- On October 8, the Center Village Master Plan Committee will review a report from NMCOG on traffic and cycle counts. He expects a draft Master Plan document in three weeks; the final document is expected at end of November and will be presented to the Board. A presentation will be given to the Planning Board and Zoning Bylaw Review Committee for their input. The Plan will then be forwarded to the Master Plan Implementation Committee for monitoring.
- The Land Conservation Trust is sponsoring a stargazing event on October 11. If cloudy, then the event will be held on October 12. The event is at Bartlett Park and is open to all. A slide show will be held at the Center for the Arts at 7:00 PM, gazing starts at 7:30 PM.

Selectman Askenburg:

- The McCarthy Band Program is accepting donations of instruments through October 11; contact information was provided.
- The CHS Theater Guild is hosting their Wedding Party show on October 18 & 19 at the Central Congregational Church. Tickets are available online.

Selectman Dixon:

- Attended the ceremony at Mill Pond to accept the flag from the Air Force serviceman who donated it. The flag had been used on rescue missions. Recognition was given to Boy Scout Troop 70 for painting the flag pole, marching the flag in and raising it. The ceremony was well attended.

Selectman Wojtas:

- Asked for an update on the Sal's Pizza sign. Mr. Cohen reported the issue has been turned over to legal counsel. Their outside seating cannot be used at this time.
- The Solarize Mass project has been extended to October 31 for anyone interested in signing up.
- The library will be open on Sundays from 1:00 to 5:00PM beginning October 20.
- The Chelmsford Housing Authority has most of their funding for the two veterans housing projects in Westford and Chelmsford and is also looking for donations to furnish the buildings. Interested parties can call them for more information.
-

Chairman Hanson:

- The CIVIC Committee participated in Common Day, a great event. They are building their email list, and more activities are upcoming.
- Office hours will be held on Thursday at the Java Room from 5:00-6:00 PM for anyone interested in speaking with him.

Press Questions

Andy Silvia, Chelmsford Patch, asked if any circumstances from the previous dangerous dog hearing affected how the hearing this evening was handled. Chairman Hanson advised that each case is handled on its merits and nothing specific affected this case.

Executive Session

Motion: by Selectman Wojtas to enter into Executive Session, not to return to Regular Session, for the purpose of discussing strategies with respect to labor negotiations with the Chelmsford Public Works Association, Police Superior Officers, Cemetery Employees, and contract negotiations with the Town Manager. Seconded by Selectman Askenburg.

Roll Call Vote:

Selectman Lane: Aye
Selectman Askenburg: Aye
Selectman Dixon: Aye
Selectman Wojtas: Aye
Chairman Hanson: Aye

Regular Session was adjourned at 9:45 PM

Next Regular Meeting: October 28, 2013.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Certificates of Appreciation for Cub Scout Pack107
- Fourth Annual Howl'ween Flyer
- Behind closed Doors flyer
- Flu Flyer
- Auction flyer
- List of Committee Vacancies
- Supporting documents for One Day Licenses
- Supporting documents for Transfer of License Hearing
- Supporting documents for new License Hearing
- Supporting documents for Pole Petitions
- Supporting documents for Dangerous Dog Hearing
- Letter from International Institute of Municipal Clerks
- Technical assistance grant application
- Municipal property disposition documents
- Asbestos Testing documents for 10 Bartlett St.
- Board of Selectmen/Town Manager Fiscal Year 2014 Goals
- Draft Meeting Minutes
- Letter of October 2, 2013 regarding 9/11 Memorial
- Sexual Harassment Policy document
- Anti Discrimination Policy document
- Fall Town Meeting Warrant Summaries

TOWN OF CHELMSFORD
BOARD OF SELECTMEN MINUTES – Executive Session
October 7, 2013
50 Billerica Rd., Room 201
Chelmsford, MA 01824

RECEIVED

2014 JAN 29 PM 4: 03

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice Chairman
Janet Askenburg, Clerk
George Dixon, Jr., Selectman
James Lane, Selectman

Paul Cohen, Town Manager

The Board convened at 9:55PM.

Labor Negotiations

Mr. Cohen advised the Board that he sat down with the Chelmsford Public Works Association last week and they have agreed to a 2%/2%/2% contract. The Cemetery Employees have agreed to a 2%/2%/2% contract as well. Mr. Cohen met with the Police Superior Officers last week and discussed a 2%/2%/2% increase, including additional terms: accreditation maintained, 1% stipend increase, \$900 for work clothes added into base pay, and 2-1/2% EMT increase added into base pay. There were also discussions to make two tiers: Sergeant with EMT, Sergeant without EMT.

Motion: by Selectman Wojtas to approve 2%/2%/2% salary increase contracts for the Chelmsford Public Works Association and Cemetery Employees. Seconded by Selectman Askenburg.

Roll call vote:

Selectman Lane: Aye.

Selectman Dixon: Aye.

Selectman Askenburg: Aye.

Selectman Wojtas: Aye.

Chairman Hanson: Aye.

Mr. Cohen advised the Board that he met with the Personnel Board last week but they did not have a quorum. There was then a discussion regarding the extension of the Town Manager's contract which is due to expire on 6/30/2014. Selectman Askenburg asked the Board why there is a rush to renew the contract. The consensus was that there was no reason to delay the extension of the Town Manager's contract.

Motion: by Selectman Wojtas to extend the Town Manager's contract to 6/30/2017. Seconded by Selectman Lane.

Roll call vote:

Selectman Lane: Aye.

Selectman Dixon: Aye.

Selectman Askenburg: Aye.

Selectman Wojtas: Aye.

Chairman Hanson: Aye.

Adjournment:

Motion: by Selectman Wojtas to adjourn at 10:14PM. Seconded by Selectman Askenburg.

Roll call vote:

Selectman Lane: Aye.

Selectman Dixon: Aye.

Selectman Askenburg: Aye.

Selectman Wojtas: Aye.

Chairman Hanson: Aye.

Respectfully submitted,

Janet Askenburg

Selectman Clerk

October 24, 2013
BOARD OF SELECTMEN MEETING AGENDA
Senior Center, 75 Groton Road
No. Chelmsford, MA 01863

1. **6:00 P.M. CALL TO ORDER**

Adjourn to Executive Session

2. **6:00 P.M. LITIGATION REVIEW**

List of Pending Litigation

- DiNapoli v. Vrouhas, Inc., Spiro Vrouhas Individually and the Town of Chelmsford
- In the Matter of Richard McClure
- Mazurczyk v. Chief of Police of the Town of Chelmsford
- Riverview Condominium Trust v. Chingros (Town of Chelmsford)
- Town of Chelmsford v. Ahern
- Town of Chelmsford v. Simms
- Town of Chelmsford Board of Selectmen v. Vaccaro, et al.
- Town of Chelmsford v. Vavala d/b/a Traveling Rhino
- AH & MJ Triangel Corp. d/b/a Triangle Package Store v. Town of Chelmsford
- Van Liew v. Eliopoulos v. Hands-On Technology Transfer Inc.
- Philip Eliopoulos v. Hands-On Technology Transfer, Inc.
- Van Liew v. Town of Chelmsford Board of Selectmen, et al.
- Local 1839 and Town of Chelmsford -Fire Union ULP/Kivlan
- Local 1839 and Town of Chelmsford
- (Gr. Boudreau, Brothers, Prak – Discipline/EMT Certification)
- Burdo v. Chelmsford Zoning Board of Appeals
- Diodati, et al. v. Town of Chelmsford, et al.
- William L. Harvey, III, Trustee, etc. v. Ann B. McGuigan, et al.
- (Chelmsford Planning Board and McCrensky)
- Parlee v. Chelmsford Planning Board
- Town of Chelmsford, by and through its Building Commissioner/Zoning Enforcement Officer O'Mally, et al.
- Kelly v. Town of Chelmsford (VI)
- Shyjan, et al. v. Town of Chelmsford, et al.
- Town of Chelmsford v. Butkiewicz
- Town of Chelmsford v. Khor
- Town of Chelmsford v. McCarron
- Town of Chelmsford v. McDonough
- Town of Chelmsford v. O'Neil
- Town of Chelmsford v. Saing
- William Whitworth v. Town of Chelmsford and Jason Callahan

TOWN OF CHELMSFORD
BOARD OF SELECTMEN WORK SESSION AGENDA

Senior Center, 75 Groton Road

No. Chelmsford, MA 01863

Room B06

October 21, 2013

1.

6:30P.M. CALL TO ORDER

2.

ONE DAY ALL ALCOHOL LICENSE, LIFELINKS INC., CCA ON 10/28/13

Documents: [LIFELINKS ONEDAY.PDF](#)

3.

RECOMMENDATIONS ON FALL ANNUAL TOWN MEETING WARRANT ARTICLES

Documents: [LIST_FTMAY.PDF](#), [FALL 2013 WARRANT_BOOK_FINAL.PDF](#)

4.

ADJOURN

Town of Chelmsford
Board of Selectmen Minutes
75 Groton Road
North Chelmsford, MA 01863

Approved 1/6/2014

RECEIVED

**Work Session Meeting MINUTES
October 21, 2013**

2014 JAN 29 PM 4: 04

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, MA.

Chairman Hanson called the meeting to order at 6:40 PM.

One Day All Alcoholic Beverages License, LifeLinks, Inc., October 28, 2013

The Board reviewed the application and there were no questions regarding the application.

Motion: by Selectman Wojtas to approve a One Day All Alcoholic Beverages License to LifeLinks, Inc. for October 28, 2013 for the hours of 7:00PM-10:00PM, to be exercised on the premises at 285 Mill Road. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Recommendations of Fall Town Meeting Articles

There was a brief discussion by the Board regarding the approval of Warrant Articles 7, 15, and 16.

Motion: by Selectman Wojtas to approve Warrant Article 7. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve Warrant Article 15. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve Warrant Article 16. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Adjournment

Motion: by Selectman Wojtas to adjourn this meeting at 6:58PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Janet Askenburg,
Clerk

List of Reference Documents:

- LifeLinks, Inc. Application
- Fall Town Meeting Warrant Book

12-10-2013

Approved 1/6/2014

Town of Chelmsford
Board of Selectmen Minutes
75 Groton Road
North Chelmsford, MA 01863

**Regular Meeting MINUTES
October 24, 2013**

RECEIVED
2014 JAN 29 PM 4:04
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Chairman Hanson called the meeting to order at 6:04 PM.

Chairman Hanson stated that he has determined that conducting these discussions in Open Session would have a detrimental effect on the litigation position of the Town.

Motion: by Selectman Wojtas at 6:05PM to move to Executive Session for purposes of discussions of pending Town litigation, not to return to Open Session. Seconded by Selectman Askenburg.

Roll call vote:

Selectman Lane: Aye.

Selectman Dixon: Aye.

Selectman Askenburg: Aye.

Selectman Wojtas: Aye.

Chairman Hanson: Aye.

Respectfully Submitted,

Janet Askenburg,
Clerk

40-180-20-100

TOWN OF CHELMSFORD

BOARD OF SELECTMEN MINUTES – Executive Session

October 24, 2013

75 Groton Road

North Chelmsford, MA 01863

RECEIVED

2014 JAN 29 PM 4:04

TOWN OF CHELMSFORD
ONORINA Z. McLOONEY
TOWN CLERK

Attending:

Matthew Hanson, Chairman

Patricia Wojtas, Vice Chairman

Janet Askenburg, Clerk

George Dixon, Jr., Selectman

James Lane, Selectman

Paul Cohen, Town Manager

John Giorgio, Town Counsel

Jeff Blake, Town Counsel

The Board convened at 6:05PM.

Town Litigation

There was a discussion regarding pending litigation with the Town. Selectman Askenburg stated that she believes the Board needs to have a discussion and a review of the documentation of William L. Harvey, III, Trustee, etc. v. Chelmsford Planning Board and McCrensky since this matter was not brought to the Board's attention by the Planning Board. Mr. Cohen agreed to provide the Board with the documentation at the next executive session.

Mr. Cohen discussed a civil rights claim by a citizen regarding the use of excessive force by a police officer. Mr. Cohen recommends a settlement offer of \$36,000.

Motion: by Selectman Wojtas to offer a \$36,000 settlement offer to the plaintiff. Seconded by Selectman Askenburg.

Roll call vote:

Selectman Lane: Aye.

Selectman Dixon: Aye.

Selectman Askenburg: Aye.

Selectman Wojtas: Aye.

Chairman Hanson: Aye.

Adjournment:

Motion: by Selectman Wojtas to adjourn at 6:45PM. Seconded by Selectman Askenburg.

Roll call vote:

Selectman Lane: Aye.

Selectman Dixon: Aye.

Selectman Askenburg: Aye.

Selectman Wojtas: Aye.

Chairman Hanson: Aye.

Respectfully submitted,

Janet Askenburg

Selectman Clerk

BOARD OF SELECTMEN
REVISED MEETING AGENDA
October 28, 2013
Senior Center, 75 Groton Road, Room B06

RECEIVED

2013 OCT 25 PM 12:51

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER

2. SCHEDULED BUSINESS

2.A. PUBLIC HEARING - BEER AND WINE LICENSE, ZESTY'S PIZZA INC., 10 VINAL SQUARE,

2.B. EVAN BELANSKY - CHAPTER 40B TECHNICAL ASSISTANCE GRANT

Documents: 40B TA PROGRAM GUIDELINES 2013.DOC

3. TOWN MANAGER BID AWARDS

3.A. BID AWARD - CHELMSFORD COUNTRY CLUB CLUBHOUSE

Documents: GENERAL BID TABULATION.PDF

3.B. BID AWARD - RED WING FARM PARKING AREA PROJECT

Documents: RED WING FARM PROJECT AWARD.PDF

4. UNSCHEDULED BUSINESS

4.A. HEALTH INSURANCE AGREEMENT

Documents: CHELMSFORD PEC AGREEMENT 2014-2015.PDF, SQCE
COLOR13102217330.PDF

NEXT MEETING DATE: November 4 2013

2013 OCT 22 PM 15:2

RECEIVED

Town Offices

Chelmsford, MA 01824

2013 OCT 24 PM 4:49

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

2. PUBLIC SERVICE ANNOUNCEMENTS

Documents: 100831 100840010 100840010

Documents: [Download](#) | [Share](#) | [Print](#) | [Feedback](#)

4. SCHEDULED BUSINESS

Documents: 100% (1/1)

Documents: REG-REG FOR RUNNING WOT

Documents: [View](#) [Print](#) [Download](#)

5. TOWN MANAGER BID AWARDS

Documents: [Download](#) [Print](#) [Share](#)[illegible]

Documents: 89 (83) | 100% (100%) | 100% (100%)

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2013 OCT 27 PM 4:19
DM
TOMK

6.B. MASS DOER OWNER™S AGENT TECHNICAL ASSISTANCE GRANT - SWAIN RD SOLAR FARM

Documents: DOER TECHNICAL ASSISTANCE GRANT SWAIN RD
SOLAR FARM, DRAFT TECHNICAL ASSISTANCE GRANT SWAIN RD,
SWAIN LANDFILL PV ASSESSMENT PDF

6.C. MASS DOER LEADERSHIP BY EXAMPLE AWARD

Documents: LEADERSHIP BY EXAMPLE AWARD PDF

6.D. RFP FOR DUTTON HOUSE DISPOSITION

Documents: DUTTON HOUSE APPLICATION FOR BID, DUTTON
HOUSE REPORT PDF

6.E. GLENVIEW LANDFILL CAPPING

Documents: GLENVIEW LANDFILL PDF

RECEIVED
2013 OCT 24 PM 4:49
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

7. APPOINTMENTS

- Middlesex Canal Commission, re-appoint Paul Gilfeather, 1 year term, 6/30/2014
- Commission on Disabilities, unexpired 3 year term, 6/30/2014
- Cultural Council, 3 year term, 6/30/2016
- Recycling Committee, 1 year term, 6/30/2014
- TREE Committee, 3 year term, 6/30/2016

Documents: MIDDLESEX CANAL COMMISSION, COMMISSION ON
DISABILITIES, CULTURAL COUNCIL, RECYCLING COMMITTEE,
TREE COMMITTEE APPLICATIONS, COMMISSION ON DISABILITIES
APPLICATIONS, CULTURAL COUNCIL APPLICATIONS, RECYCLING
COMMITTEE APPLICATIONS, TREE COMMITTEE APPLICATIONS

8. UNSCHEDULED BUSINESS

8.A. HEALTH INSURANCE AGREEMENT

Documents: CHELMSFORD HEALTH INSURANCE AGREEMENT PDF, HEALTH
INSURANCE AGREEMENT PDF

8.B. REVIEW REQUEST FOR DOR FINANCIAL MANAGEMENT

Documents: REVIEW REQUEST FOR DOR FINANCIAL MANAGEMENT PDF

9. SELECTMEN LIAISON REPORTS & REFERRALS

10. PRESS QUESTIONS

11. EXECUTIVE SESSION

- Consider the Value of Real Property

NEXT MEETING DATE: November 4 2013

SM13 OCT 54 PM 1:13

Approved 12/16/2013

Town of Chelmsford
Board of Selectmen Minutes
75 Groton Road
North Chelmsford, MA 01863

**Regular Meeting MINUTES
October 28, 2013**

RECEIVED

2013 DEC 17 AM 10:38

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was held at the Chelmsford Senior Center, 75 Groton Rd., and was hand recorded by the recording secretary.

Chairman Hanson called the meeting to order at 7:00 PM.

Scheduled Business

Public Hearing-Beer and Wine License, Zesty's Pizza Inc., 10 Vinal Square

The applicant has requested continuance to November 18, 2013.

Motion: by Selectman Wojtas to continue the Public Hearing for Zesty's Pizza, Inc. without testimony to November 18, 2013 at 7:30PM. Seconded by Selectman Askenburg.
Motion carries, unanimous.

Evan Belansky-Chapter 40B Technical Assistance Grant

Mr. Belansky explained this grant offers facilitator consultant services to the Zoning Board of Appeals, and would be used in discussions regarding the proposed project for 276 Mill Rd. Other projects can be applied for separately and each award can be up to \$15,000.00. The consultant is not expected to make recommendations on existing regulations, but can be asked to offer suggestions.

Motion: by Selectman Wojtas that the Board of Selectmen authorize the application for a technical assistance grant to benefit the Zoning Board of Appeals in relation to their hearing for 276 Mill Rd. as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Bid Awards

Chelmsford Country Club Clubhouse

Pat Maloney spoke for the Permanent Building Committee to recommend the bid award for the construction of the function room at the Chelmsford Country Club. Bids ranged from \$328,077.00 to \$466,766.00. The project's expected completion date is by March 15, 2014. The bid award does not include acceptance of alternate bids, which would include siding, flooring and adding a porch. Funding will be used to update the plumbing instead. Additional funding

will be obtained through the Chelmsford Country Club Enterprise Fund and through a contribution by Sterling Management.

Motion: by Selectman Wojtas to approve the Town Manager's bid award for the function room construction at the Chelmsford Country Club to Stallion Builders of Nashua, NH, in an amount not to exceed \$328,077.00. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Red Wing Farm Parking Area Project

David McLachlan, Chairman of the Conservation Commission, explained that 4 bids were solicited, and only 2 responses were received. The project will entail rebuilding a stone wall, regrading the parking lot, replacing 200 feet of fencing, installing a kiosk and an asphalt apron. The Commission has formally approved the bid submitted by Marty's Landscaping, and the contractor has begun work with the understanding that he might not be paid if the Board does not accept the Town Manager's recommendation. Mr. McLachlan and Selectman Lane have seen the work done to date, and it looks great.

Motion: by Selectman Wojtas to approve the Town Manager's bid award for Red Wing Farm Parking Lot Improvements to Marty's Landscaping of Chelmsford, MA, in an amount not to exceed \$13,260.00, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Unscheduled Business

Health Insurance Agreement

Mr. Cohen explained this agreement is reviewed annually to see which provider is preferred. Blue Cross Blue Shield has presented a guarantee for a three year period that their rate increases will not exceed those of the state sponsored GIC plans. This provision was acceptable to the unions, and employees seem to like the Blue Cross products.

Motion: by Selectman Wojtas to approve the agreement relating to employee/retiree Health Insurance as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Next Regular Meeting: November 4, 2013.

Motion: by Selectman Wojtas to adjourn this meeting at 7:25PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Ch. 40B TA Program Guidelines 2013
- Supporting bid documents for Chelmsford Country Club & Red Wing Farm Parking Lot
- Chelmsford PEC Agreement 2014-2016 RE: Health Insurance

BOARD OF SELECTMEN MEETING AGENDA
November 4, 2013
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Room 204

RECEIVED
2013 OCT 31 PM 1:38
TOWN OF CHELMSFORD
ORDINARY TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST
2. PUBLIC SERVICE ANNOUNCEMENTS
 - 2.A. REGINA JACKSON - VETERANS DAY
3. OPEN SESSION
4. COMMITTEE VACANCIES

Documents: [COMMITTEE VACANCIES.PDF](#)

5. SCHEDULED BUSINESS

- 5.A. ONE DAY BEER & WINE LICENSE, NORTH TOWN HALL ADVISORY COMMITTEE, CCC, 11/8

Documents: [ONE DAY LICENSE-CCC.PDF](#), [ONEDAYLICENSE-REVISED DATE LETTER.PDF](#)

- 5.B. ROADSIDE VENDOR LICENSE - NORTH POLE CHRISTMAS TREES

Documents: [ROADSIDE VENDOR - NORTH POLE CHRISTMAS TREES.PDF](#), [ROADSIDE VENDOR - NORTH POLE CHRISTMAS TREES.PDF](#)

- 5.C. ROADSIDE VENDOR LICENSE - TRAVIS ROY FOUNDATION

Documents: [ROADSIDE VENDOR-TRAVIS ROY FOUNDATION.PDF](#)

- 5.D. DAVID HEDISON - BONDING OF THE CPC PROJECT CHELMSFORD WOODS

Documents: [REQUEST FOR BONDING.PDF](#)

6. TOWN MANAGER REPORTS

- 6.A. MASS DOER OWNER'S AGENT TECHNICAL ASSISTANCE GRANT - SWAIN RD SOLAR FARM

Documents: [DOER TECHNICAL ASSISTANCE GRANT AWARD NOTIFICATION.PDF](#), [CHELMSFORD OATA GRANT APPLICATION.PDF](#), [CHELMSFORD SUMMARY OF PROJECT ATTACHMENT A.PDF](#), [CHELMSFORD SWAIN LANDFILL PV ASSESSMENT.PDF](#)

- 6.B. GLENVIEW LANDFILL CAPPING

Documents: [GLENVIEW LANDFILL.PDF](#), [GLENVIEW LANDFILL CLOSURE PLAN-EMAIL10-28-13.PDF](#), [GLENVIEW LANDFILL SW45 CONCEPTUALPROPOSAL2013_SEP_18.PDF](#)

- 6.C. RFP FOR DUTTON HOUSE DISPOSITION

Documents: [DUTTON HOUSE INVITATION FOR BIDS - OCTOBER 13.PDF](#),

01/30/2019

10/10

REPORT.PDF

6.D. PRELIMINARY CERTIFICATION FY2014 PROPERTY VALUES

Documents: **PUBLIC DISCLOSURE FY14.PDF**

6.E. MASS DOER LEADERSHIP BY EXAMPLE AWARD

Documents: **LEADING BY EXAMPLE AWARD.PDF**

7. TOWN MANAGER BID AWARDS

7.A. FIRE SPRINKLER SYSTEM AT TOWN OFFICES

Documents: **BID RESULTS - TOWN OFFICE SPRINKLER SYSTEM.PDF**

8. APPOINTMENTS

- Middlesex Canal Commission, re-appoint Paul Gilfeather, 1 year term, 6/30/2014
- Commission on Disabilities, unexpired 3 year term, 6/30/2014
- Cultural Council, 3 year term, 6/30/2016
- Dog Park Advisory Committee, 1 year term 6/30/2014
- Recycling Committee, 1 year term, 6/30/2014
- TREE Committee, 3 year term, 6/30/2016

Documents: **COMMITTEE APPLICATIONSTREE-LANDI.PDF, COMMITTEE APPLICATIONS DOG PARK-CASSIDY.PDF, COMMITTEE APPLICATIONS-CULTURAL COUNCIL-ALVES.PDF, COMMITTEE_APPLICATION-RECYCLING-MARINO-10-1-13.PDF, COMMITTEE APPLICATIONS-COD-UPTON.PDF**

9. MEETING MINUTES

Regular Meeting Minutes - September 9, 2013

Documents: **9-9-2013 BOS-MINUTES.PDF**

10. UNSCHEDULED BUSINESS

10.A. REVIEW REQUEST FOR DOR FINANCIAL MANAGEMENT

Documents: **DRAFT DOR LETTER.DOC**

10.B. SEWER GRINDER PUMP COMMITTEE COMPOSITION

Documents: **GRINDER PUMP STUDY COMMITTEE.PDF**

11. SELECTMEN LIAISON REPORTS & REFERRALS

12. PRESS QUESTIONS

13. EXECUTIVE SESSION

- Consider the Value of Real Property

NEXT MEETING DATE: NOVEMBER 18, 2013

RECEIVED
2013 OCT 31 PM 1:38
TOWN OF CHELMSFORD
ONORIMA Z. MALONEY
TOWN CLERK

2013 OCT 31

10/31

40.00

Approved 12/16/2013

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2013 DEC 17 AM 10:38

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
November 4, 2013**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

Regina Jackson-Veterans Day

Mrs. Jackson announced that this year's Veterans Day Ceremony would be held on November 11, 2013, starting at 11:00AM at the Veterans Memorial Park on North Rd. Everyone is welcome to attend. Various local businesses are offering specials for veterans on this day.

Other veteran-related events being held include a Walk-n-Wag on November 9 at Great Brook Farm to benefit Operation Delta Dog, a Fun Run at the Bedford VA Hospital also on November 9, and this is also the day the local Boy Scouts offer free yard clean-up to veterans. Please call Mrs. Jackson's office to coordinate the yard work. November 10th is the 238th anniversary of the US Marine Corps.

Open Session

Richard DeFreitas, Town Moderator, announced a Moderator's Advisory Rules Committee is being formed since the Town Meeting Rules have not been reviewed in 22 years. The Committee will consist of one Town Meeting Representative from each precinct, the Town Clerk or her appointee, and himself. Also, anyone interested in filling the open position on the Finance Committee is encouraged to forward a cover letter, resume, and committee application form to him by mail or e-mail.

Ken Harkins, 110 Robert Bigelow St., explained he was before the Board in July asking to have the street repaired, as there is a pipe that gets hit by plows and ends up causing damage to his home. He left his contact information, and Mr. Cohen was asked to get in touch with him by the end of the week.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Scheduled Business

One Day Beer and Wine License-North Town Hall Advisory Committee-CCC November 8, 2013

Laura Lee was present for questions. The event will be a Celtic Fiddle Pub Night. TIPS Certification is on file.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to the Chelmsford North Town Hall Advisory Committee for November 8, 2013, for the hours of 6:30PM-11:00PM, to be exercised on the premises at the Chelmsford Community Center, 31 Princeton St. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Roadside Vendor License-North Pole Christmas Trees

George and Illan Kessler were present for questions. This will be their fifth year of selling Christmas Trees, wreaths, and assorted decorations on Drum Hill.

Motion: by Selectman Wojtas to approve a Roadside Vendor's License to North Pole Christmas Trees from November 25th to December 25th from 9:00AM to 9:00PM, to be exercised on the premises of the Sears Parking Lot at 95 Drum Hill Rd. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Roadside Vendor License-Travis Roy Foundation

Benton Burgess was present for questions. His organization was allowed to sell Christmas Trees at McFarlin Field last year. Half the proceeds fund capital improvements for injured people, and the other half goes to fund research for curing paralysis. The hours of operation will not interfere with parking for the Town Offices.

Motion: by Selectman Wojtas to approve a Roadside Vendor's License to the Travis Roy Foundation from November 24th-December 21st from 5:00PM-8:00PM on weekdays, and 9:00AM-5:00PM on weekends, to be exercised on the premises at the McFarlin Softball Field. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

David Hedison-Bonding of the CPC Project-Chelmsford Woods

Mr. Hedison reported that the Chelmsford Housing Authority has been able to obtain much of the funding for the Chelmsford Woods Housing Development. A ground breaking event will be announced soon, as well as an announcement regarding the balance of the funding on November 11, 2013. Efforts to relocate the existing residents will begin in January.

Motion: by Selectman Wojtas to direct the Town Manager to authorize the Town Treasurer to undertake the steps necessary to bond \$1,486,953.00 in CPA funding for the Chelmsford Woods Housing Development. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Reports

Mass DOER Owners Agent Technical Assistance Grant-Swain Rd. Solar Farm

Approved 12/16/2013

This grant would award \$12,500.00 to explore development of solar fields at Swain Rd., including the preferred method to transfer the generated electricity to the power grid.

Glenview Landfill Capping

Bob Delhome and Bruce Haskell, representing Charter Environmental, Inc., reported this site has been dormant, was sold, and the new owner wishes to finish the capping. The site is under a state enforcement order to complete the cap. An Administrative Consent Order will be executed to bind the new owner to finish the job. The site may then be considered for use as a solar farm. Fill will be brought in by trucks which will travel down Drum Hill Rd. The project should take 2 years to complete. Approximately 21,000 truckloads of fill will be brought in, and the elevation of the landfill will rise by about 50 feet. The Chelmsford Water District did not have any concerns with the proposal. Charter Environmental will clean up their drainage equipment to help mitigate flooding concerns by Smith St. A hearing will be held by the Conservation Commission to insure proper erosion control. Visibility tests will be done. Future updates will be provided to the Board.

RFP for Dutton House Disposition

Draft documents were provided for the Board's review. It is hoped to have a buyer by December, and have the house moved by June 2014. Known family members have not shown interest in the house, and a bid can be rejected if it does not meet the bid criteria, based on the Board's preferences.

Motion: by Selectman Wojtas to authorize the Town Manager to issue an invitation for bids (with updated dates) for the disposition of the Dutton House, as amended. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Preliminary Certification FY2014 Property Values

Tax values have been set and approved by DOR. The annual Tax Classification hearing will begin at the next meeting, and tax bills will go out in December. Residents can file for abatements until February 1, 2014.

Mass. DOER Leadership by Example Award

Gary Persichetti and Kathy Canavan were thanked for their assistance in this initiative, which was presented at a State House ceremony last week.

Other Reports

On December 12, Town Counsel will host a training session on how to hold a Public Hearing.

A Tri-Board meeting is scheduled for December 9, 2013, at the School Administrative Building, to begin at 7:00PM to discuss capital and budgeting issues for Fiscal Year 2015. Selectman Askenburg requested an update on the booking and revenue progress on the Turf Fields.

Town Manager Bid Awards

Fire Sprinkler System at Town Offices

Alternate bids were not taken, and this work should be complete in 2 months.

Approved 12/16/2013

Motion: by Selectman Wojtas to approve the Town Manager's bid award for the fire sprinkler system at Town Offices to Encore Fire Protection of Pawtucket, RI, in an amount not to exceed \$149,000.00, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Appointments

Middlesex Canal Commission, re-appoint Paul Gilfeather, 1 year term 6/30/14

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Paul Gilfeather to the Middlesex Canal Commission for a term ending June 30, 2014. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Commission on Disabilities, unexpired 3-year term, 6/30/14

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Charles Upton to the Commission on Disabilities for a term ending June 30, 2014. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Cultural Council, 3-year term, 6/30/2016

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Lois Alves to the Cultural Council for a term ending June 30, 2016. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Dog Park Advisory Committee, 1 year term, 6/30/2014

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Donna Cassidy to the Dog Park Advisory Committee for a term ending June 30, 2014. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Recycling Committee, 1-year term, 6/30/14

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Louis Marino to the Recycling Committee for a term ending June 30, 2014. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

TREE Committee, 3-year term, 6/30/2016

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Pamela Landi to the TREE Committee for a term ending June 30, 2016. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-September 9, 2013

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of September 9, 2013, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Unscheduled Business

Review Request for DOR Financial Management

The draft document presented tonight will have the date updated.

Motion: by Selectman Wojtas to direct the Chairman to submit the letter to DOR requesting a financial management review as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Sewer Grinder Pump Committee Composition

Chairman Hanson asked Town Counsel if it was appropriate that he and Selectman Wojtas vote on this matter, and he was advised that this would be permissible. Composition of the Committee was discussed at Town Meeting; applicants are requested to submit their applications before November 26, 2013. Town Counsel will be available to the committee if needed.

Motion: by Selectman Wojtas to post a Committee Application Request for the Grinder Pump Study Committee and to accept applications through November 26, 2013, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Dixon:

- Town departments were thanked for their assistance in response to a recent family issue.
- Residents were warned of scams targeted toward elderly residents. Residents were warned not to fall for people asking for personal account information, demanding money, or telling them they've won a lottery they did not enter.

Selectman Wojtas:

- Selectman Dixon was congratulated for the award he received for being part of the CHS football team of 1963.
- The Town received an award for the Town website from Community Teamwork. A new website, www.chelmsfordnow.com is now active for community news, events, etc.
- The One Book winner is "The Art Forger" by B.A. Shapiro. Sunday hours at the Library will be 1:00-5:00PM. There will be a History of Fenway Park presentation on November 7.
- On November 10, Sandy Martinez will launch an event at the Legion to benefit veterans. The event will be held from 4:00-8:00PM.
- The Elks will host a dinner for Veterans on November 11, starting at 3:00PM.

Selectman Lane:

- The Town Manager was asked to confirm when the recently approved zoning articles would become effective. He was told probably February or March, 2014.
- An updated draft Master Plan document and the NMCOG Traffic study results will be presented at the Center Village Master Plan committee's meeting on November 5, 2013.

Selectman Askenburg:

- McCarthy Middle School is hosting a junk collection day on November 9 from 8:00AM-2:00PM. A brochure of accepted items is online, and proceeds benefit the schools.

Chairman Hanson:

- Thanks were given to everyone who has supported the many renewable energy projects which were instrumental in receiving the Leadership by Example award.
- Office hours will be held on Thursday, at the Java room from 5:00-6:00PM.

Press Questions

No one came forward at this time.

Executive Session

Motion: by Selectman Wojtas to enter into Executive Session, not to return to Regular Session for the purpose of discussing the Value of Real Property. Seconded by Selectman Askenburg.

Roll Call Vote:

Selectman Lane: Aye

Selectman Askenburg: Aye

Selectman Dixon: Aye

Selectman Wojtas: Aye

Chairman Hanson: Aye

Regular Session was adjourned at 8:45PM

Next Regular Meeting: November 18, 2013.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- List of Committee Vacancies
- Supporting Documents for One Day Beer & Wine License
- Supporting documents for Roadside Vendor Licenses
- Letter of October 21, 2013 from the Chelmsford Housing Authority
- Eligibility Letter and supporting documents regarding DOER Technical Assistance Grant for Swain Rd.
- Glenview Landfill documents
- Draft RFP for the Dutton House, and asbestos testing report
- Press release regarding FY2014 tax rates
- Acceptance letter for DOER Leadership by Example Award
- Committee applications
- Draft Minutes September 9, 2013
- Grinder Pump Study Committee composition document

BOARD OF SELECTMEN MEETING AGENDA
November 18, 2013
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Room 204

RECEIVED

2013 NOV 14 PM 3:40

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Holiday Prelude & Tree Lighting - December 1 from 4 - 6 PM

Documents: HOLIDAY PRELUDE FLYER PDF

3. OPEN SESSION

4. COMMITTEE VACANCIES

Documents: COMMITTEE VACANCIES PDF

5. SCHEDULED BUSINESS

5.A. ROAD SIDE VENDOR LICENSE - CENTRAL CONGREGATIONAL CHURCH

Documents: ROADSIDE VENDOR CENTRAL CONGREGATIONAL CHURCH PDF

5.B. ROADSIDE VENDOR LICENSE - ALMO'S FLOWER AND GARDEN CENTER

Documents: ROADSIDE VENDOR ALMO'S FLOWERS PDF

5.C. ROADSIDE VENDOR - BOY SCOUT TROOP 75, 300 LITTLETON RD.

Documents: ROADSIDE VENDOR TROOP 75 PDF

5.D. CHANGE OF MANAGER - MADRAS GRILL

Documents: CHANGE OF MANAGER - MADRAS GRILL PDF

5.E. ONE DAY BEER & WINE LICENSE, THANKSGIVING EXTENSION OF HOURS -
CENTER BRICK HOUSE PIZZA

Documents: ONE DAY BEER & WINE LICENSE BRICKHOUSE PDF

5.F. AUDIT REPORT

Documents: 2012-2013 FINANCIAL AUDIT REPORT, 2012-2013 BUDGET REPORT

5.G. 7:30 P.M. CONTINUATION OF PUBLIC HEARING - ZESTY'S PIZZA, BEER & WINE
LICENSE

Documents: ZESTY'S BEER & WINE CONTINUATION PDF

5.H. 7:30 P.M. TAX CLASSIFICATION HEARING

Documents: FY14 BOD BAIL TACKET PDF, FY14 TAX CLASSIFICATION
SLIDES PDF

1000

2013 NOV 17 PM 3

1000

6. TOWN MANAGER REPORTS

- Community Innovation Challenge (CIC) Grant
- MassDOT Project - Hunt Rd/495 Bridge
- Underground Utility Project Update

Documents:

RECEIVED
2013 NOV 14 PM 3:40
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

7. APPOINTMENTS

- Holiday Decorating Committee

Documents:

8. MEETING MINUTES

- Regular Meeting Minutes - September 23, 2013
- Tri-Board Meeting Minutes - September 30, 2013

Documents:

9. UNSCHEDULED BUSINESS

10. SELECTMEN LIAISON REPORTS & REFERRALS

11. PRESS QUESTIONS

Next Meeting Date : December 2, 2013

SD13 MON 14 PM 2:10

Approved 1/6/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2014 JAN 29 PM 4:04

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
November 18, 2013**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Selectman Lane announced that he will not be seeking re-election and his term will end in April, 2014. He thanked residents for the opportunity to serve, and he wished to give anyone interested in running ample time to organize their campaign.

Public Service Announcements

Holiday Prelude & Tree Lighting-December 1, 4:00PM-6:00PM

Mr. Cohen announced this is a free public event, and everyone everywhere is welcome to attend. A list of events is on the back of the flyer.

Open Session

Dick DeFreitas, Town Moderator, listed the precinct members of the Moderator's Advisory Rules Committee and read their Mission Statement into the record.

Susan Gates, Director of the Chelmsford Center for the Arts, listed many holiday events being hosted by the CCA, and encouraged residents to participate.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Scheduled Business

Roadside Vendor License-Central Congregational Church

Dick Pappenfuss was present for questions. This will be the 29th year of selling Christmas trees, and proceeds benefit the Church.

Motion: by Selectman Wojtas to approve a Roadside Vendor License to the Central Congregational Church, to be exercised on the premises at 1 Worthen St., from

Approved 1/6/2014

November 30, 2013-December 23, 2013 from 12:00PM to 8:00PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Roadside Vendor License-Almo's Flower & Garden Center

Andy Daigle was present for questions. This will be his 4th year selling Christmas trees at the Sully's Ice Cream location.

Motion: by Selectman Wojtas to approve a Roadside Vendor License to Almo's Flower and Garden Center to be exercised on the premises at 55 Graniteville Rd., from November 25, 2013-December 25, 2013 from 10:00AM-10:00PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Roadside Vendor License-Boy Scout Troop 75, 300 Littleton Rd.

Paul Taylor was present for questions. This will be their third year selling Christmas trees at this location.

Motion: by Selectman Wojtas to approve a roadside Vendor License to Boy Scout Troop 75 to be exercised on the premises at the Chelmsford Lodge of Elks, 300 Littleton Rd., from December 7, 2013-December 22, 2013 from 10:00AM-5:00PM on weekends only. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Change of Manager-Madras Grill

Atty. Angelique Eliopoulos spoke on behalf of the applicant. Three of the owners of the restaurant were also present. Mr. Lawrence was hired for his past managerial experience, and the current manager will continue with the company but in a different capacity. Clarification: Question 4 of the application should be checked "yes", not both yes and no.

Motion: by Selectman Wojtas to approve a Change of Manager for RSRS Foods, LLC, d/b/a Madras Grill, from Kannan Kesavalu to Alexander Lawrence, to be exercised on the premises at 7 Summer St. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

One Day Beer and Wine License-Thanksgiving Extension of Hours-Center Brickhouse Pizza

Charlie Micol was present for questions. There will be a separate area in the cellar for beer and wine only, and any leftover alcohol will be returned. A Special Permit is pending for that matter. There will be two police and two fire personnel on the premises, as well as staff with counters and stamps. A list of conditions was read into the record, and all are acceptable to Mr. Micol.

Motion: by Selectman Wojtas to approve a One Day License to the Center Brickhouse Pizza from November 25, 2013-November 29, 2013, and increase in hours from a 1:00AM closing to a 2:00AM closing on November 27, to be exercised on the premises at 1 Central Square with the following conditions: 1) Town firefighters will be hired to monitor the occupancy and conduct life safety inspections of both building and tent from

10:00PM-2:00AM. 2) The occupancy limit must adhere to: 156 patrons allowed in the tent, 94 patrons in the building. 3) A list of the security personnel hired by Center Brickhouse Pizza must be submitted to the Fire Prevention Office in order to review occupancy compliance procedures. 4) A crowd control manager will be required during the hours of operation. 5) A permit must be obtained for the installation of the tent that complies with the Massachusetts State Building Code 780 CMR 8th Edition and the Massachusetts Fire Prevention Regulations. 6) The applicant will provide the heating for the tent and will be responsible for applying for the proper permits. 7) The tent must be erected and ready for inspection by Tuesday, November 26th. This will allow sufficient time to correct any deficiencies and allow for re-inspection. 8) Must have Police Detail from 8:00PM-2:00AM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Audit Report

Scott McIntyre of Melanson Health & Company reported that the audit went well. All the books and records are well kept and reconciled, and no significant entries were needed. All statements are in accordance with Generally Accepted Accounting Principles (GAAP). Long term and short term perspectives were provided for review. On page 14 of the report it was noted that the net unrestricted figure is negative because OPEB liability is not being fully met. On page 16, the unassigned figure includes the Stabilization Fund. Operating results were mitigated by use of free cash for capital projects and OPEB obligations.

The management letter recommends additional reconciliation of student activity funds through an external audit and to improve school payroll processing to eliminate errors. Improved reconciling of encumbrances at year end was also suggested. Documenting and monitoring of why the school lunch program is showing a loss and implementing corrective action was recommended.

Melanson Heath & Company representatives will meet directly with School Department officials to formally discuss their recommendations.

Regarding OPEB contributions, Chelmsford is putting an average amount toward this liability. The community will dictate how this obligation is met.

“Major Funds” are defined by their size. If the project meets a certain threshold, it is categorized separately, rather than as part of a group of projects.

Unassigned deficit numbers fluctuate often, and this is not unusual. Fluctuations in CPA accounts are due to the timing of when payments are made as opposed to when income is received.

Continuation of Public Hearing-Zesty's Pizza, Beer and Wine License

Atty. Angelique Eliopoulos spoke on behalf of Theodore Rokas, who was also present. Mr. Rokas has been the owner and manager of Zesty's first location for 30 years. This will be a second location for the business. An updated version of the seating plan was submitted, to include 52 seats downstairs and 16 seats upstairs for a total of 68 seats. An employee will be

downstairs to monitor any business there. An Entertainment License was requested for 5 televisions. Parking is adequate for the seating. Approval by the Board will be contingent on ABCC approval which is pending. A Common Victualer License will permit the sale of food until the alcohol license final approval is acquired. The hearing was opened on October 28 without testimony; no concerns have been raised since that time.

Motion: by Selectman Wojtas to close the Public Hearing for Zesty's Pizza-Beer and Wine License. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve a Beer and Wine Restaurant License and an Entertainment License to Zesty's Pizza, Inc. d/b/a Zesty's Pizza, to be exercised on the premises at 10 Vinal square, with a seating capacity of 68, for the hours of 6:00AM-11:00PM 7 days a week, contingent upon final inspection from the Building Department. A Common Victualer License is also approved. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Tax Classification Hearing

Sam Chase, Chairman of the Board of Assessors, explained this is an annual hearing as mandated by State Law to decide whether to have a uniform tax rate for residential and commercial payers, or different rates between the two. The Town saw a 55% return rate of the annual commercial income and expense sheets, which is much higher than the state average. The Town received 52 requests for abatements on residential properties of which 29 were granted. For commercial payers, 23 abatement requests were received and 8 were abated. The residential class decreased in value by \$25 million. Commercial class values increased by \$20 million, Industrial by \$5.4 million, and Personal Property values decreased by \$42 million. Single family homes account for 81% of the tax base, condominiums account for 13%. The Board of Assessors offers no opinion on how the tax base should be structured.

Chief Assessor Frank Reen explained Department of Revenue activities and described the available exemptions. Sample sales data were provided from 1983-2014. Data on area communities was shown for 2000-2013. The reason for the dramatic decrease in personal property values was due to two large companies being affected by a change of designation within DOR standards. Affects to one class of ratepayers will affect the other class.

No comments were received from the audience. The Board will await further comments in the next two weeks before making a decision.

Motion: by Selectman Wojtas to continue the Annual Tax Classification Hearing to December 2, 2013 at 7:30PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Reports

Community Innovation Challenge (CIC) Grant

This grant request is a regional effort to coordinate transportation services along the Rt. 3 corridor and obtain increased support services. The amount being requested is \$128,453.00, and there is no local match requirement.

Motion: by Selectman Wojtas to support the Community Innovation Challenge grant application to study transportation along the Rt. 3 corridor. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Mass DOT Project-Hunt Rd. /Rt. 495 Bridge

Federal funding for this project was approved; a copy of the letter was provided for the Board's information.

Underground Utility Project Update

Phase 1 of this project has been completed. Verizon's revenues are estimated to be in arrears for 8-10 years to pay for their part of Phase 1, so their surcharges on land lines will continue. The Town wishes to continue efforts to eliminate utility lines in the Town center. National Grid has estimated that this will cost upwards of \$2.3 million. None of the utilities have indicated any desire to go forward to Phase 2 without the appropriate funding in place, and state law prohibits allowing funds raised by National Grid to be used to offset costs to a different utility. It has not been determined what National Grid will do with their surplus funding.

Selectman Lane suggested legislative bills that would allow communities to fine utilities for not following through on removing double poles. Funds raised from these programs could be used for community improvements such as utility suppression. Mr. Cohen advised that all he can reasonably do in regard to double poles is ensuring that it is not the Town's lines that are causing delays. The double pole issue may affect the completion of the street light retrofit project.

Appointments

Holiday Decorating Committee

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Elizabeth Twombly to the Holiday Decorating Committee for a term ending December 31, 2013. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-September 23, 2013

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of September 23, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Tri-Board Meeting Minutes-September 30, 2013

Motion: by Selectman Wojtas to approve the Tri-Board Meeting Minutes of September 30, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Unscheduled Business

There was no Unscheduled Business discussed at tonight's meeting.

Selectmen Liaison Reports and Referrals

Selectman Lane:

-David Hedison and the Chelmsford Housing Authority were congratulated on their recent funding awards for the Veterans Housing proposals.

-The presentation for the Center Village Master Plan will most likely be before this Board in January, after the Committee receives input from the Conservation Commission and the Planning Board. Selectman Hanson requested a copy of the draft document. Selectman Lane will forward it after more changes have been completed.

Selectman Askenburg:

-Dennis Ready was wished a speedy recovery.

Selectman Dixon:

-Selectman Dixon expressed his disappointment that Selectman Lane will not consider re-election to the Board, and he hopes that over time residents will appreciate the work he has done.

Selectman Wojtas:

-Selectman Wojtas attended the ribbon-cutting event at Bolton Orchards last week, unveiling the new solar energy facility.

-Denise Macaurelle was congratulated for winning the recent "Chelmsford's Dancing with the Stars" competition.

-The ground-breaking for the Veterans Housing project on Manahan St. will be held on November 25, 2013.

-The "Day Before Thanksgiving Walk" at Thanksgiving Forest will begin at 2:00PM.

Chairman Hanson:

-Selectman Lane was thanked for his service to the Board.

-Dennis Ready was also wished well.

-Office hours will be held on Thursday, at the Java room from 5:00PM-6:00PM.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: December 2, 2013.

Motion: by Selectman Wojtas to adjourn this meeting at 8:45PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

-Flyer for Holiday Prelude

-List of Committee Vacancies

Approved 1/6/2014

- Supporting documents for Roadside Vendor Licenses
- Supporting documents for One Day Beer & Wine License
- Supporting documents for Change of Manager-Madras Grill
- Supporting documents for the Audit Report
- Supporting documents for Zesty's Pizza
- Tax classification Presentation and other documents
- Committee application
- Draft Minutes
- Community Innovation Challenge Grant
- Letter of October 30, 2013 from Mass DOT regarding Hunt Rd. bridge over Route 495
- Underground Utility Project Update as of November 13, 2013

Revised
BOARD OF SELECTMEN MEETING AGENDA
December 2, 2013
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Room 204

RECEIVED
2013 DEC -2 AM 10:20
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Donna Severs, Chelmsford Women of Today - Muffins with Santa
- Notice to close the warrant for the Annual Spring Town Meeting - 4:00 PM, Monday, January 6, 2014

Documents:

3. OPEN SESSION

4. COMMITTEE VACANCIES

- CIVIC Committee (1) 3 year term
- Cultural Council (3) 3 year terms
- Energy Conservation Committee (1) unexpired 3 year term ending 6/30/2014
- Military Community Covenant Task Force (1) 3 year term
- Sign Advisory Committee (1) 3 year term

5. SCHEDULED BUSINESS

- One Day Beer & Wine License - CCC, December 13, 2013
- License Renewals
- Erik Merrill - Dangerous Dog Update, St. Hillaire, 209 Graniteville Road

7:30 PM

- Continuation of Tax Classification Hearing

8:00 PM

- Public Hearing - National Grid Pole Petition, Tyngsboro Road

Documents:

6. TOWN MANAGER BID AWARDS

- DPW Gravel Crushing
- Tank Removal & Installation at Wotton Street Sewer Pump Station

Documents:

SW13 DEC -S JH ID: SL

10/11/13

7. TOWN MANAGER REPORTS

RECEIVED

8. APPOINTMENTS

2013 DEC -2 AM 10:20

- Grinder Pump Study Committee

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Documents:

9. MEETING MINUTES

- Regular Meeting Minutes - October 7, 2014

Documents:

10. UNSCHEDULED BUSINESS

11. SELECTMEN LIAISON REPORTS & REFERRALS

12. PRESS QUESTIONS

13. NEXT REGULAR MEETING DATE - DECEMBER 16, 2014

2013 DEC -S VM ID: 50

0M00
10M0

BOARD OF SELECTMEN MEETING AGENDA
December 2, 2013
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Room 204

RECEIVED

2013 NOV 26 PM 4:01

TOWN OF CHELMSFORD
CASSIA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Donna Severs, Chelmsford Women of Today - Muffins with Santa
- Notice to close the warrant for the Annual Spring Town Meeting - 4:00 PM, Monday, January 6, 2014

Documents:

3. OPEN SESSION

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5. SCHEDULED BUSINESS

- License Renewals
- Erik Merrill - Dangerous Dog Update, St. Hillaire, 209 Graniteville Road

7:30 PM

- Continuation of Tax Classification Hearing

8:00 PM

- Public Hearing - National Grid Pole Petition, Tyngsboro Road

6. TOWN MANAGER BID AWARDS

- DPW Gravel Crushing
- Tank Removal & Installation at Wotton Street Sewer Pump Station

Documents:

7. TOWN MANAGER REPORTS

RECEIVED

2013 NOV 26 PM 4:01

TO: [illegible]
FROM: [illegible]

8. APPOINTMENTS

- Grinder Pump Study Committee

9. MEETING MINUTES

- Regular Meeting Minutes - October 7, 2014

Documents:

10. UNSCHEDULED BUSINESS

11. SELECTMEN LIAISON REPORTS & REFERRALS

12. PRESS QUESTIONS

13. NEXT REGULAR MEETING DATE - DECEMBER 16, 2014

RECEIVED

2013 NOV 26 PM 4:01

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

10:49 PM 01

END

Approved 1/6/2014

RECEIVED

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

2014 JAN 29 PM 4: 04

TOWN OF CHELMSFORD
ONORINA T. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
December 2, 2013**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, MA. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

Donna Severs, Chelmsford Women of Today-Muffins with Santa

Ms. Severs announced this annual event would be held on December 14, 2013 from 9:00AM-12:00PM at the First Parish Universalist Unitarian Church. Proceeds will benefit the Secret Santa Program.

Notice to close the Warrant for the Annual Spring Town Meeting-4:00PM, Monday, January 6, 2014

Citizen Petition Articles require a minimum of ten certified signatures. The deadline for submission is January 6, 2014, at 4:00PM.

Open Session

Vivian Merrill, 23 Maple Rd., reminded residents that the Rabies and Microchipping Clinic is being held on December 7, 2103 at the Chelmsford Dog Pound from 10:00AM-12:00PM. Dog Licenses will also be available. At the Town Manager's request, she provided a brief update on the proposed Dog Park at Richardson Rd. A Request for Proposals was mailed out to multiple design firms before the Thanksgiving holiday. Responses will be reviewed by the Dog Park Advisory Committee at their meeting on December 11, 2013.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Scheduled Business

One Day Beer and Wine License-Chelmsford Community Center, December 13, 2013

Laura Lee was present for questions. The event will be a movie night on Friday, December 13, 2013. TIPS Certification is on file.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to the North Town Hall Advisory Committee for December 13, 2013 for the hours of 6:30PM-10:00PM, to be exercised on the premises at 31 Princeton St., with a capacity of 125. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Annual License Renewals

Motion: by Selectman Wojtas to approve a Lodging House License for 2014 to: Forescore Properties LLC. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve an Automatic Amusement License for 2014 to: DePalma Lanes. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve the following All Alcohol Club Licenses for 2014 to: The American Legion and Chelmsford Lodge of Elks. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve the following All Alcohol Innholders Licenses for 2014 to: Chelmsford Hotel Company, d/b/a Radisson Hotel & Suites; and PKS Realty, Inc., d//b/a Best Western. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve the following Beer & Wine Restaurant Licenses for 2014 to:

Amici's Trattoria: Contingent upon providing an updated TIPS certification.
Jimmy's Pizza, Subs and Seafood
Khoo & Ng Corp. (Sakura Japanese Cuisine)
Sals' Pizza
Salsane, Inc., d/b/a Drum Hill Moe's Southwest Grill
The Pizza Place:
Yoong Tong II Thai Restaurant
Zesty's Pizza, Inc.

All licenses listed above are approved contingent upon the Joint Inspection. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve the following All Alcohol Restaurant Licenses for 2014 to: Applebee's Neighborhood Grill and Bar
Aprile's European Restaurant
Bertucci's Restaurant Corp.
Center Brick House Pizza
Deep & Rini, d/b/a Kastores
Feng Shui Asian Cuisine
Festa Realty LLC

Approved 1/6/2014

Fish Shops, Inc.
Glenview Lounge and Pub
Hong & Kong Restaurant. Inc.

Madras Grill

Moonstones

Omega Pizza

One Ten Grill Take Two: Contingent upon providing a TIPS certification.

Pho Dolat

Princeton Station

Rufina's

Shi Sushi, Inc.: Contingent upon providing updated evidence of worker's compensation coverage and liquor liability.

Sichuan Palace

Sterling Golf Management

Szechaun Chef Restaurant

Thai Jasmine Restaurant

The Java Room: Contingent upon providing updated evidence of liquor liability coverage.

All licenses listed above are approved contingent upon the Joint Inspection.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve the following All Alcohol Package Store Licenses for 2014 to:

April-Lynne, LLC d/b/a Highway Farm Market

DJVP Ram Corp. (The Corner Cupboard)

Drum Hill Liquor Mart

Harrington Wine & Liquors

The Wine Rack

Westlands Package Store

Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve the following Auto Dealers Licenses for 2014 to:

Class I Auto Dealers

J.P. Rivard Trailer Sales

Route 3A Motors

Class II Auto Dealers

A + Auto Repair, Inc.:

A-B Auto Body: Contingent upon providing an updated bond.

Autos Unlimited: Contingent upon providing updated evidence of worker's compensation coverage.
BOS- JOHN, INC.
Beantown Motors
Bodyworks Auto Body:
Casasola Corp. (Sun Auto Sales)
Chadwick-BaRoss, Inc.
Chelmsford Auto Sales, Inc.
Duffy's Auto Co., Inc.
Eric Wright, d/b/a Morton Jaguar
Ferreira Wrecker Sales
Jim Gervais Sales, Inc.
Jonathan Guilmette: Contingent upon providing an updated bond.
M&M Towing:
McGovern Automotive
Merrimack Auto Sales, Inc.:
Northeast Transmission Company:
N.T.C. Automotive:
Overdrive Motors, Inc.
P S Car Sales
R & P Automotive
Route 40 Equipment Sales LLC
SB & EE Auto Sales, Inc.
Silva's Garage
Stony Brook Auto Body
TNJ Auto, Inc.
Triangle Service Station

Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve the following Common Victualer Licenses for 2014 to:

Alpha Pizza & Wings
Antonio's Pizza
Bella Vitas
Boston Market Corp: Contingent upon providing updated evidence of worker's compensation coverage.
Brickhouse Pizza
Brothers Gourmet Pizzeria
Burger King Restaurant: Contingent upon providing updated evidence of worker's compensation coverage.
Chelmsford Diner
Chelmsford NEP, d/b/a Lil Ceaser's
China Mountain Restaurant
D'Angelo's Sandwich Shop

Domino's Pizza: Contingent upon providing updated evidence of workers' compensation coverage.
Dunkin Donuts – Acton Road
Dunkin Donuts – Chelmsford Street
Dunkin Donuts – Drum Hill Road
Dunkin Donuts – Tyngsboro Road
Einstein Brothers Bagels
Fresh Chow Restaurant
Friendly Ice Cream Corp.
Gary's Ice Cream
Gene's Chinese Flatbread Café
Green Leaf, Inc. (Sweet Kiwi): Contingent upon providing updated evidence of worker's compensation coverage.
Jones Farm
Kate's Corner
Market Basket
Mass Burgers (5 Guys)
McDonald's
Orange Leaf Frozen Yogurt
Panera Bread: Contingent upon providing updated evidence of worker's compensation coverage.
Papa Gino's
Rick's Diner
Rosie's Diner
Shop & Save (Hannaford)
Starbucks Coffee Company
Stop & Shop Supermarket
Subway - Chelmsford Street
Subway - 66 Parkhurst Road (Inside Walmart):
Subway - 83 Parkhurst Road
Sugar Bake Shop
Sully's Ice Cream
Swaminu Corp (Honey Dew Donuts)
Swaminu Corp (Subway- Littleton Road)
Tedeschi's
Three Sister Deli
Timbo's
Veneto Ristorante: Contingent upon providing updated evidence of worker's compensation coverage.
Yobite

Seconded by Selectman Askenburg. **Motion carries, unanimous.**

ACO Erik Merrill-Dangerous Dog Update, St. Hilaire, 209 Graniteville Rd.

Approved 1/6/2014

Animal Control Officer Merrill reported that he went to 209 Graniteville Rd., and there is no evidence of an enclosure. Mr. St. Hilaire received the hand delivered letter from the Board, and appeared to read it before the officer. Mr. St. Hilaire did not contact ACO Merrill until 5:00PM tonight via a text message indicating he was willing to discuss this matter, and he has not contacted the town Manager's office to-date.

As was indicated in the letter of October 8, 2013, "In the event of any violations of this order the Dog Officer will seize the dog and it will be held for a hearing for further action by the Board". ACO Merrill was directed by the Board to pick up and hold the dog at the Dog Pound until further notice. Mr. St. Hilaire will be advised in writing to appear in person before the Board. The dog will be released to Mr. St. Hilaire once the enclosure has been constructed, and he will be responsible for all fees.

ACO Merrill advised he would be accompanied by two police officers and would be out tomorrow, December 3, 2013 to pick up the dog.

Motion: by Selectman Wojtas that the Board of Selectmen instructs the Animal Control Officer to seize Bear, a dangerous dog residing at 209 Graniteville Rd., until the required enclosure has been constructed and inspected, and that Kenneth St. Hilaire attend the Board's December 16, 2013 meeting to inform the Board of the action taken. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Bid Awards **DPW Gravel Crushing**

Four bids were received for this work, which is being done to clear the area at 54 Richardson Rd.

Motion: by Selectman Wojtas to approve the Town Manager's Bid Award for gravel crushing to Baltazer Contractors of Ludlow, in the amount of \$3.49/ton. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Tank Removal and Installation at Wotton St. Sewer Pump Station

Three bids were received for this work. One bidder was not qualified as they did not have experience in this type of work, and a second bidder was disqualified as none of their references could be verified.

Motion: by Selectman Wojtas to approve the Town Manager's bid award for removal and installation of a sewer pump at the Sewer Pump Station at 101 Wotton St. to Petroleum Management Services of Reading, MA in an amount not to exceed \$64,970.00, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Reports

The Chelmsford High School Football team was congratulated for their win on Thanksgiving against Billerica.

Approved 1/6/2014

The Holiday Decorating Committee and other volunteers were thanked for their work for the Annual Tree Lighting. This event and the Day Before Thanksgiving Walk had lower than usual attendance due to bad weather, and it's hoped there will be better weather next year.

A Tri-Board meeting will be held next Monday, December 9, 2013, at the School Administration Building starting at 7:00PM to discuss next year's budgeting and capital plan. It is expected that the Governor's budget will be announced before the Town Manager's FY2015 Budget Presentation to this Board on January 27, 2014.

The Town election is scheduled for April 1, 2014, and Spring Town Meeting will start on April 28, 2014.

Continuation of Tax Classification Hearing

Frank Reen asked the Board if they had received any questions since the last meeting. There were no questions. The audience was asked if there were any questions. Sheila Pichette of the Finance Committee asked if there was a reason that taxes increased so much this year as opposed to last year. Mr. Reen explained that last year taxes were not raised to the full levy due to \$1.1 million in excess capital being available; this year the taxes are being raised to the full levy as there is only \$17,000.00 available in excess capital. There was also a shift in the valuation of the various classes of real estate.

Motion: by Selectman Wojtas to close the Public Hearing on Tax Classification.
Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas that the Town of Chelmsford maintain a uniform tax rate for residential and commercial classes with a Residential Factor of 1.0 and with the same exemptions for FY 2014 as was used for FY2013. Seconded by Selectman Askenburg.
Motion carries, unanimous.

Meeting Minutes

Regular Meeting Minutes-October 7, 2013

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of October 7, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Appointments

Grinder Pump Study Committee

Selectmen Hanson and Wojtas recused themselves from this part of the meeting due to each having a potential conflict of interest. Selectman Askenburg assumed control of the meeting. She explained the purpose and composition of the committee. Selectman Lane requested that this committee's meetings be televised. Selectman Askenburg liked the recommendation by Town Meeting Representative Peggy Dunn that public hearings be included in the committee's work.

Each Selectman read off their choices for committee appointees, and the final list of appointees was read into the record.

Approved 1/6/2014

Selectman Lane nominated Selectman Dixon to be the Board of Selectmen liaison to this committee. Selectman Dixon accepted the nomination. Selectman Dixon agreed to meet with the Town Manager to coordinate the initial meeting, and start compiling a list of potential speakers. Mr. Cohen agreed to see if a Recording Secretary could be available to take minutes of the meetings.

Motion: by Selectman Lane to approve the Board of Selectmen's appointment of Steven Jahnle, Thomas Gilroy, Curtis Barton, Daniel Burke, Robert Chevalier, Peggy Dunn, David Foley, Glenn Kohl and Edward Safran to the Grinder Pump Study Committee and Selectman Dixon will serve as the Board of Selectmen liaison.. Seconded by Selectman Dixon. **Motion carries, unanimous.**

Selectmen Hanson and Wojtas returned to the meeting.

Unscheduled Business

There was no Unscheduled Business discussed this evening.

Selectmen Liaison Reports and Referrals

Selectman Lane:

-The Board was sent the draft Center Village Master Plan document for review. There are still minor changes that will need to be done. Presentations will be made to the Conservation Commission and the Planning Board for their comments prior to a formal presentation to the Board in January.

Selectman Askenburg:

-Thanks were given to the Holiday Decorating Committee and other volunteers involved with this year's Holiday Prelude.
-The School Department received a \$15,000.00 grant award from the Mass. BioTech Foundation to be used for lab equipment and teacher development training.

Selectman Dixon:

-The Annual Thanksgiving Football Game is a great tradition, and he enjoyed seeing a lot of people he doesn't see often.

Selectman Wojtas:

-The Public Library will host a book drop-off on Saturday, December 7, 2013 from 9:00AM-12:00PM. Books can still be dropped off at the Dutton House.

Chairman Hanson:

-Local Boy Scouts and the Chelmsford Open Space Stewards were thanked for organizing the Day Before Thanksgiving Walk.
-Holiday Prelude volunteers were also thanked for their work at this year's tree lighting event.
-Residents were advised to look for a survey from Chelmsford Telemedia that will be sent with next quarter's tax bill. The survey will also be available online.

-Office hours will be held on Thursday, at the Java Room from 5:00-6:00PM.

Approved 1/6/2014

Selectman Askenburg asked for an update on the project to digitize past meeting videos. Villu Tari has a box of videos he would like the Town to take possession of. Mr. Cohen advised they could be brought to the Town Offices, and he will follow up with Ted Lutter for a status of the project. It is possible this could be a student summer project, if the appropriate equipment can be rented.

Press Questions

Andrew Sylvia of the Chelmsford Patch confirmed with Selectmen Lane that the report he was referencing in his referrals was the Center Village Master Plan.

Public Hearing-National Grid Pole Petition, Tyngsboro Rd.

Michelle Stacy was present on behalf of National Grid. The project is to move a pole across the street at 28-30 Tyngsboro Rd. This is being done as an OSHA requirement as the new home is 18" from the existing wires. The work can be done in a day. No telephone lines are on this pole, just electric, cable, and fire alarm. She will ask her supervisor if the original existing pole can be removed the same day.

Audience comments:

Jean Whiting, Precinct 2, acknowledged the limitations of the Zoning Board in that they could not affect the design of the homes being built in this area. She asked the Board to look at the work, as it appears there is no room for stairs to be installed at the front door. She will ask the building inspector for his input. Selectman Dixon will discuss with the Vinal Square Master Plan Committee as well.

Motion: by Selectman Wojtas to close the Public Hearing for National Grid Pole Petition for Tyngsboro Rd. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve the National Grid Pole Petition for Tyngsboro Rd. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: December 16, 2013.

Motion: by Selectman Wojtas to adjourn this meeting at 8:07PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Flyer for Muffins with Santa
- Town of Chelmsford Warrant Article Notice

Approved 1/6/2014

- List of Committee Vacancies
- Supporting Documents for One Day Beer & Wine License
- List of Annual License Renewals
- Letter of October 8, 2013 delivered to Kenneth St. Hilaire
- Memos regarding bid openings
- Memo of November 18, 2013 regarding Tax classification hearing and other supporting documents
- Committee applications & voting materials
- Draft Minutes
- Memo of November 13, 2013 regarding National Grid Pole Petition

RECEIVED

BOARD OF SELECTMEN MEETING AGENDA

2013 DEC -3 PM 2: 53

Joint Meeting with School Committee and Finance Committee

December 9, 2013

School Administration Building, 230 North Road, Chelmsford, MA 01824
Conference Room 1

TOWN OF CHELMSFORD
ANDREA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST
2. DISCUSSION PERTAINING TO FY 2015 OPERATING AND CAPITAL BUDGETS
3. NEXT REGULAR MEETING DATE - DECEMBER 16, 2014

Next Regular Meeting: December 16, 2013

24
SUN DEC -3 PM 3:23

CHICAGO
TOWN

Approved 1/6/2013

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Town of Chelmsford
Board of Selectmen Minutes
230 North Road, Conference Room 1
Chelmsford, MA 01824

2014 JAN 29 PM 4: 04

TOWN OF CHELMSFORD
ONGRINA Z. MALONEY
TOWN CLERK

**Tri-Board Regular Meeting MINUTES
December 9, 2013**

Board of Selectmen Attending:

Matt Hanson, Chairman
James Lane, Selectman
George Dixon, Jr., Selectman
Patricia Wojtas, Vice Chairman
Janet Askenburg, Clerk

Paul Cohen, Town Manager
John Sousa, Town Treasurer
Darlene Lussier, Town Accountant

School Committee Attending:

Al Thomas
Nick DeSilvio
Evelyn Thoren, Vice Chairman
Michael Rigney, Chairman
Barbara Skaar, Secretary

Frank Tiano, Superintendent
Kathy McWilliams, Business Manager
Anne-Marie Fiore, Executive Director of
Technology and Information
Kristan Rodriguez, Assistant Superintendent

Finance Committee Attending:

Stratos Dukakis
Clare Jeannotte
Patrick Kimera
Roy Treible

Sheila Pichette
Sasha Bonakdar
Tom Gilroy

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, MA. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00PM.

Discussion Pertaining to FY 2015 Operating and Capital Budgets

Darlene Lussier provided an update on receipts and expenses through October 31, 2013. Receipts are coming in on time, and fees from permits, hotels & meals taxes are higher than this time last year. Regarding expenditures, all departments are within budget through November, there are no issues to date.

Mr. Cohen explained how the Town's current budget is allocated by percentages between the schools, benefits, debt service, public works, police, fire, state assessments, general government administration, and the library. The budget has grown 16% over the last five years, and growth in revenue sources were compared over the same time period. Funding from Chapter 70 was compared to Chelmsford from seven other communities. Property tax allocation by residential and commercial categories were compared for the last five years and between the same seven other communities. Key budgeting factors and increases were presented for FY 2015. School spending budget figures were provided from 2012-2015, as well as enrollment figures from 2008-2014. Chelmsford's enrollment at Nashoba Technical High School is increasing from 154 for FY 2014 to 171 (estimated) for FY2015.

Approved 1/6/2013

The Governor's budget is scheduled to be released on January 22, health insurance rates will be announced in February or March, and Nashoba Tech assessments are to be released by February 1, 2014.

Mr. Sousa provided a list of capital projects and costs approved last week by the Capital Planning Committee. Excluded and non-excluded debt figures were provided. The town's investment income decreased substantially this year due to the effects of the quantitative easing program being ended by the federal government. He does not expect interest income rates to increase in the near future. Retirement assessments are increasing due to retirees living longer, and is compounded by the decrease in investment income.

Municipalities were last evaluated for Chapter 70 funding in 1993. There have not been any announcements on when the next evaluation will be done.

Discussion on Full Day Kindergarten

Dr. Tiano explained this has been a goal since 2008. At present, 298 out of 310 communities in Massachusetts offer full day kindergarten, with a varied assortment of fees to fund it. The consensus of the School Department is to offer it without any fees, however, they have also acknowledged that this cannot be done within the schools' existing budget. Grant opportunities are being researched, and budgeting figures are being developed. Options for where to hold the classes was discussed. Mr. Cohen advised that if the schools request additional funding from the budget, services in other areas would need to be cut. Several attendees expressed concern over how sustainable the program would be unless fees were instituted. Discussions will continue on this topic Dr. Tiano agreed to have the presentation used for this meeting sent electronically to all meeting participants. It will be available online to the public as well.

Discussion regarding Economic Development Officer

Mr. Cohen and Evan Belansky are researching whether it would benefit the Town to hire a contracted person to act as an Economic Development Officer. This person's function would be to attract more commercial tenants to the Town.

Closing Comments

The proposed FY15 Operating and Capital budgets will be presented by Mr. Cohen at the January 27, 2014 Board of Selectmen meeting.

There being no further comments from attendees, Chairman Hanson thanked everyone for their input.

Motion: by Selectman Wojtas to adjourn the meeting at 9:00PM. Seconded by Selectman Askenburg.
Motion carries, unanimous.

Next Regular BOS Meeting Date: December 16, 2013

Respectfully submitted,

Vivian W. Merrill
Recording Secretary

Reference Documents:

Approved 1/6/2013

- FY 2015 Operating Budget presentation
- FY 2015 Capital Improvement Plan Recommendation list.

BOARD OF SELECTMEN MEETING AGENDA
December 16, 2013
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Room 204

RECEIVED

2013 DEC 12 PM 12:18

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Onorina Maloney, availability of nomination papers for the April 1, 2014 Annual Town Election
- Public Notice to Close the Warrant for the Spring Annual Town Meeting - 4:00 PM , Monday, January 6, 2014

Documents: [CLOSE WARRANT AD.PDF](#)

3. OPEN SESSION

4. COMMITTEE VACANCIES

- CIVIC Committee (1) 3 year term
- Cultural Council (3) 3 year terms
- Energy Conservation Committee (1) unexpired 3 year term ending 6/30/2014
- Military Community Covenant Task Force (1) 3 year term
- Sign Advisory Committee (1) 3 year term

Documents: [COMMITTEE VACANCIES.PDF](#)

5. SCHEDULED BUSINESS

- Common Victualer License - Popeye's Louisiana Kitchen, 85 Parkhurst St.
- Keno-to-Go - Smitty's Country Store, 276 Old Westford Rd.
- Class II Auto Dealers License - Triangle Service Center, 177 Boston Rd.
- Linda Prescott - Cultural District Committee
- Alison LeFlore - Tree City Application
- Erik Merrill - Dangerous Dog Update, St. Hillaire, 209 Graniteville Rd.
- Continuation of 2014 License Renewal

Documents: [POPEYES-COMMON VICTUALER LICENSE.PDF](#), [KENO-TO-GO-SMITTYS.PDF](#), [HISTORIC-CULTURAL PRESERVATION PLAN.PDF](#), [TCU-FACT-SHEET.PDF](#), [CLASS II AUTO DEALER-TRIANGLE.PDF](#), [LICENSE RENEWALS.PDF](#)

6. TOWN MANAGER REPORTS

7. TOWN MANAGER BID AWARDS

- Dutton House Relocation Proposal

Documents: [DUTTON HOUSE IFB.PDF](#), [MCCLURE BID.PDF](#), [HARVEY BID.PDF](#)

8. APPOINTMENTS

Board of Registrars - Matthew Dulchinos, 3 year term ending 6/30/2016

Documents: [BOR LETTER.PDF](#)

2013 DEC 15 PM 15:18

2013
11 19 02

9. MEETING MINUTES

- October 28, 2013 - Regular Meeting Minutes
- November 4, 2013 - Regular Meeting Minutes

Documents: 10-28-2013 BOS MINUTES - TO BOS.PDF, 11-04-2013 BOS MINUTES - TO BOS.PDF

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2013 DEC 12 PM 12:18

10. UNSCHEDULED BUSINESS

- Revised DOR Letter

Documents: REVISED DOR LETTER.PDF

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

11. SELECTMEN LIAISON REPORTS & REFERRALS

12. PRESS QUESTIONS

13. NEXT REGULAR MEETING DATE - JANUARY 6, 2014

2015 SEP 15 PM 15:18

15

Approved 1/6/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED
2014 JAN 29 PM 4:04
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
December 16, 2013**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, MA. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

Onorina Maloney, availability of nomination papers for the April 1, 2014 Annual Town Election

Mrs. Maloney announced that the election next year would be held on April 1, 2014. Nomination papers will be available on January 2, 2014, and are due by February 11, 2014.

Annual census forms will be mailed to residents at the end of December. Residents were asked to return the form along with their dog license renewals and the short survey that will be included with the census form.

Public Notice to Close the Warrant for the Spring Annual Town Meeting -4:00PM, Monday, January 6, 2014

Selectman Hanson read the notice into the record.

Open Session

Bill Griffin, Precinct 9, asked for the Board and Town Manager's assistance again with the new 40B Aspen Apartments project proposed for Billerica. The original decision was appealed and remanded back to the Zoning Board, and the hearing is opening this Wednesday. Chelmsford was not formally notified of the hearing; Mr. Griffin heard about it through a neighbor. Mr. Griffin will try to obtain a copy of the revised plans which have not yet been made available online. Residents in the neighborhood around Bishop St. are concerned that a proposed detention pond which is being built at a higher elevation than the neighborhood will cause flooding issues for the residents there, as the soils are mostly clay. Mr. Cohen agreed to request the full file from Billerica, and will request an opportunity to review.

Eileen Martino spoke on behalf of the Larouche Political Action Committee, and requested the Board to send a letter to Niki Tsongas requesting her to sign on to HR Bill #29, which has to do

Approved 1/6/2014

with reinstating the Glass-Steagle legislation. She provided a sample letter and packet of information for the Board's review.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Scheduled Business

Common Victualer License-Popeye's Louisiana Kitchen, 85 Parkhurst St.

Rob Parsons and John Stelianos were present for questions. This will be the restaurant's seventh location in Massachusetts, and will serve as a restaurant and training location. Selectman Wojtas clarified the hours of operation, and Selectman Askenburg announced she was very excited this restaurant was opening in Chelmsford.

Motion: by Selectman Wojtas to approve a Common Victualer License to Synergy-Drum Hill, LLC d/b/a Popeye's Louisiana Kitchen, to be exercised on the premises at 85 Parkhurst Rd., with a seating capacity of 48, contingent upon final inspections from the Board of Health and Building Department. Hours of Operation will be Monday-Thursday 10:00AM-11:00PM, Friday & Saturday 10:00AM-midnight, and Sundays 10:00AM-10:00PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Keno-to-Go-Smitty's Country Store, 276 Old Westford Rd.

The Board took no action on this notification.

Class II Auto Dealers License-Triangle Service Center, 177 Boston Rd.

Peter McAllister explained he is taking over the business from his father, and changing the name of the company to Triangle Service Center, Inc. There will still only be no more than 6 cars for sale at any given time.

Motion: by Selectman Wojtas to approve a Class II Auto Dealers License to Triangle Service Center, Inc. to be exercised on the premises at 177 Boston Rd., with 6 cars for sale on the lot. Peter McAllister will be President and Manager. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Linda Prescott-Historic Commission-Historic & Cultural Preservation Plan

The entire 208 page document is available on the Town and Library websites. Chelmsford is the first community to develop a comprehensive plan to preserve and catalog historic and cultural resources. She provided information for the Town to pursue a Certified Local Government designation so that it may qualify for certain grants being offered by the state.

Alison LeFlore-Tree City Application

Ms. LeFlore explained the Town is almost ready to submit its application for this annual designation by December 31, 2013. Once some financial figures are received, the application can be signed by the Town Manager and will be submitted. The Town has been working toward this over the last several years by forming the TREE Committee and related ordinances, and hosting

Approved 1/6/2014

the Arbor Day Proclamations and activities. Participation requires annual work plans and budgets be submitted. Information is received concerning tree planting, removal, and education.

Erik Merrill-Dangerous Dog Update, St. Hilaire, 209 Graniteville Rd.

Animal Control Officer Merrill explained the dog was seized and held for six days while Mr. St. Hilaire completed the work requested. At this time, all terms dictated by the Board at the previous hearing are in compliance.

Continuation of 2014 License Renewals

There has been no communication from the owners of India Palace on whether they intend to renew their license. As of today, they have not submitted an application and are delinquent on taxes.

Town counsel has recommended renewing the license for Sam's Liquors and requesting their appearance at the next Board meeting to discuss their pending transfer. The business has been closed since September.

Jessie's Place has completed their updated evidence of worker's compensation insurance and liquor liability insurance.

Motion: by Selectman Wojtas to approve an All Alcoholic Restaurant License to BPNJ, LLC d/b/a Jessie's Place, contingent upon the joint inspection. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve the renewal of the Package Store License for Sam's Liquors with the condition that a Public Hearing will be held starting on January 6, 2014 to discuss the continuation of the license. Seconded by Selectman Askenburg.

Motion carries, unanimous.

Town Manager Reports

Residents were wished a Merry Christmas and a Happy New Year in 2014.

Town Manager Bid Awards

Dutton House Relocation Proposal

Mr. Cohen reported that two bids were received for this RFP. Neither qualify as responsive bids, as one has none of the supporting documentation that was requested, and the other requests contingencies that are beyond the jurisdiction of the Board. The RFP will be re-issued, so that a resolution can be determined in January.

Selectman Hanson asked about the effects of having the bids opened, where now all information previously submitted is known.

Colleen Stansfield, 5 Field St., felt the Board was prolonging the process and the Board should accept the bid with the contingencies. Mr. Cohen advised the RFP is not negotiable, and the Board cannot bind other Boards to decisions beyond their authority. To do so would open the process to litigation.

Approved 1/6/2014

Atty. William Harvey, 71 North Rd., came forward to protest the decision to rebid, as he submitted all of the documentation as requested. He was confident he could have an application for a variance in front of the Board of Appeals within 45 days, and would be able to comply with the Town's wishes that the house be moved by June 20, 2014. He has already spent funds on engineering costs, and he's ready to go. Mr. Harvey was told that the Board cannot commit to requests that are outside of their jurisdiction, and that the bid must be considered in its entirety. It cannot be changed or negotiated.

Motion: by Selectman Wojtas to authorize the Town Manager to re-issue the Request for Proposals for the relocation of the Dutton House this week, to be discussed at the meeting of January 6, 2014. Bids are due by January 3, 2014. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Appointments Board of Registrars

Motion: by Selectman Wojtas to approve the Chelmsford Republican Town Committee's recommendation of appointment of Matthew Dulchinos to serve as Registrar for a term ending June 30, 2016. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Meeting Minutes

Regular Session Minutes- October 28, 2013

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of October 28, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Regular Meeting Minutes-November 4, 2013

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of November 4, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Unscheduled Business

Revised DOR Letter

The Department of Revenue requested that the Town narrow their request for review due to lack of manpower on their level. This will reduce the time needed for the review from 3 months to 1 month. Selectman Askenburg advised the Board that she spoke with Mr. Kingsley of the Division of Local Services regarding a revised request. Selectman Askenburg presented to the Board a revised letter requesting the Division of Local Services conducts a review of the Town of Chelmsford's financial operations with recommendations for areas of improvements and best practices.

Motion: by Selectman Wojtas to authorize the Chairman to sign and submit the revised letter to the Division of Local Services as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Lane:

Approved 1/6/2014

- Presentations of the Center Village Master Plan are scheduled for December 18 to the Planning Board, January 7 to the Conservation Commission, and January 27 to the Board of Selectmen.
- Everyone was wished a Merry Christmas and Happy New Year.

Selectman Askenburg:

- Merry Christmas and Happy New Year to all.

Selectman Dixon:

- A meeting of the Grinder Pump Study Committee was held on December 17, and future meetings will be held every Tuesday starting at 6:30PM, and will be televised.
- Gary Persichetti's crew was congratulated for excellent response during the recent storm.
- Merry Christmas and Happy New Year to everyone.

Selectman Wojtas:

- The annual Nashoba Technical High School Budget Breakfast is being held on January 31, 2014 starting at 9:00AM. They may be submitting a capital request for Town Meeting for a new roof.
- A Financial Fitness Fair is being sponsored by the Public Library and the Senior Center to be held on January 11, 2014 from 9:00AM-12:00PM. It is free and open to everyone.
- Residents were wished Happy Holidays.

Chairman Hanson:

- There will not be Office hours for the next two Thursdays due to the Christmas and New Year's Holidays. He is still available by e-mail and telephone if anyone wishes to discuss anything.
- Merry Christmas and Happy Holidays to everyone.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: January 6, 2014.

Motion: by Selectman Wojtas to adjourn this meeting at 8:17PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Public Notice of Spring Annual Town Meeting
- Committee Vacancies
- Supporting documents for Popeye's Louisiana Kitchen
- Letter dated December 5, 2013 regarding Smitty's Country Store

Approved 1/6/2014

- Supporting documents for Triangle Service Center, Inc.
- Slide presentation for the Historic and Cultural Preservation Plan
- Fact Sheet for the Urban and Community Forestry Program
- Remaining 2014 License Renewals
- Supporting documents for Dutton House bid awards
- RTC Registrar letter of recommendation
- Draft Minutes
- Letter of December 16, 2013 requesting revised DOR review

BOARD OF SELECTMEN MEETING AGENDA

REVISED

January 6, 2014

Town Offices, 50 Billerica Road

Chelmsford, MA 01824

Room 204

RECEIVED

2014 JAN -6 PM 2:57

TOWN OF CHELMSFORD
ONORINA Z. HALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Tricia Dzuris - Winterfest - January 31 - February 2, 2014
- Evelyn Thoren - Arts & Technology Education Fund Update

3. OPEN SESSION

4. COMMITTEE VACANCIES

- CIVIC Committee (1) 3 year term
- Cultural Council (3) 3 year terms
- Energy Conservation Committee (1) unexpired 3 year term ending 6/30/2014
- Military Community Covenant Task Force (1) 3 year term
- Sign Advisory Committee (1) 3 year term

5. SCHEDULED BUSINESS

- Bill Griffin - Update on Aspen Apartments
- One Day Beer & Wine License - Harrington PTO, 1/24/14, Chelmsford Community Center
- One Day Beer & Wine License - Chelmsford Telemedia, 1/26/14, CCA

7:30 PM Public Hearing:

- Status of All Alcohol Package Store License, Sam's Liquors

Documents: **ASPEN-UPDATE.PDF, ONE-DAY-HARRINGTON-PTO.PDF, ONE DAY-CCA-1-26-14.PDF, SAMS LIQUORS.PDF**

6. TOWN MANAGER REPORTS

- Draft List of Town Meeting Warrant Articles
- NMCOG - Local Technical Assistance Grant Applications
- Status on BOS/TM Goals

Documents: **2014 SPRING ATM DRAFT LIST OF WARRANT ARTICLES.PDF, NMCOG-GRANT.PDF, GOALS STATUS REPORT - JANUARY 2014.PDF**

7. TOWN MANAGER BID AWARDS

- Dutton House Removal and Relocation

Documents: **DUTTON HOUSE PROPOSAL.PDF**

19 a-MAL 1105

101
102

8. MEETING MINUTES

- Executive Session Minutes - September 23, 2013
- Executive Session Minutes - October 7, 2013
- Work Session Minutes - October 21, 2013
- Regular Meeting Minutes - October 24, 2013
- Executive Session Minutes - October 24, 2013
- Executive Session Minutes - November 11, 2013
- Regular Meeting Minutes - November 18, 2013
- Regular Meeting Minutes - December 2, 2013
- Tri-Board Meeting Minutes - December 9, 2013
- Regular Meeting Minutes - December 16, 2013

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2014 JAN -6 PM 2:57

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Documents: 09-23-2013 EXEC SESSION MINUTES - TO BOS.PDF, 10-07-2013 EXEC SESSION MINUTES - TO BOS.PDF, 10-21-2013 BOS-WORKSHOP MINUTES-TO BOS.PDF, 10-24-2013 BOS MINUTES-TO BOS.PDF, 10-24-2013 EXEC SESSION MINUTES - TO BOS.PDF, 11-04-2013 EXEC SESSION MINUTES - TO BOS.PDF, 11-18-2013 BOS MINUTES-TO BOS.PDF, 12-2-2013 BOS MINUTES-TO BOS.PDF, 12-9-2013 TRI-BOARD-TO BOS.PDF, 12-16-2013 BOS MINUTES-TO BOS.PDF

9. UNSCHEDULED BUSINESS

- Discussion pertaining to request from Markus Lewis of Markus & Leslie for authorization of Carry-on to Premises Beer & Wine for Artistic Events.
- Discussion pertaining to Lowell Methadone Clinic
- Discussion pertaining FY 2015 Budget
- Vote for MIIA Nominating Committee Delegate
- Vote on MMA Resolutions

Documents: ARTICLE ON LOWELL METHADONE CLINIC.PDF, VOTING CREDENTIAL FORMS.PDF

10. SELECTMEN LIAISON REPORTS & REFERRALS

11. PRESS QUESTIONS

12. NEXT REGULAR MEETING DATE - JANUARY 27, 2014

12:5 PM 3-24-21

101

BOARD OF SELECTMEN MEETING AGENDA
January 6, 2014
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Room 204

RECEIVED

2014 JAN -3 PM 4:06

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Tricia Dzuris - Winterfest - January 31 - February 2, 2014
- Evelyn Thoren - Arts & Technology Education Fund Update

3. OPEN SESSION

4. COMMITTEE VACANCIES

- CIVIC Committee (1) 3 year term
- Cultural Council (3) 3 year terms
- Energy Conservation Committee (1) unexpired 3 year term ending 6/30/2014
- Military Community Covenant Task Force (1) 3 year term
- Sign Advisory Committee (1) 3 year term

5. SCHEDULED BUSINESS

- Bill Griffin - Update on Aspen Apartments
- One Day Beer & Wine License - Harrington PTO, 1/24/14, Chelmsford Community Center

7:30 PM Public Hearing:

- Status of All Alcohol Package Store License, Sam's Liquors

Documents: ASPEN-UPDATE.PDF, ONE-DAY-HARRINGTON-PTO.PDF, SAMS LIQUORS.PDF

6. TOWN MANAGER REPORTS

- Draft List of Town Meeting Warrant Articles
- NMCOG - Local Technical Assistance Grant Applications
- Status on BOS/TM Goals

Documents: 2014 SPRING ATM DRAFT LIST OF WARRANT ARTICLES.PDF, NMCOG-GRANT.PDF, GOALS STATUS REPORT - JANUARY 2014.PDF

7. TOWN MANAGER BID AWARDS

- Dutton House Removal and Relocation

Documents: DUTTON HOUSE PROPOSAL.PDF

8. MEETING MINUTES

2014 JAN -3 PM 10:00

1000

- Executive Session Minutes - September 23, 2013
- Executive Session Minutes - October 7, 2013
- Work Session Minutes - October 21, 2013
- Regular Meeting Minutes - October 24, 2013
- Executive Session Minutes - October 24, 2013
- Executive Session Minutes - November 11, 2013
- Regular Meeting Minutes - November 18, 2013
- Regular Meeting Minutes - December 2, 2013
- Tri-Board Meeting Minutes - December 9, 2013
- Regular Meeting Minutes - December 16, 2013

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2014 JAN -3 PM 4:09
TOWN OF CHELMSFORD
ONORINA Z. HALONEY
TOWN CLERK

Documents: 09-23-2013 EXEC SESSION MINUTES - TO BOS.PDF, 10-07-2013 EXEC SESSION MINUTES - TO BOS.PDF, 10-21-2013 BOS-WORKSHOP MINUTES-TO BOS.PDF, 10-24-2013 BOS MINUTES-TO BOS.PDF, 10-24-2013 EXEC SESSION MINUTES - TO BOS.PDF, 11-04-2013 EXEC SESSION MINUTES - TO BOS.PDF, 11-18-2013 BOS MINUTES-TO BOS.PDF, 12-2-2013 BOS MINUTES-TO BOS.PDF, 12-9-2013 TRI-BOARD-TO BOS.PDF, 12-16-2013 BOS MINUTES-TO BOS.PDF

9. UNSCHEDULED BUSINESS

- Discussion pertaining to request from Markus Lewis of Markus & Leslie for authorization of Carry-on to Premises Beer & Wine for Artistic Events.
- Discussion pertaining to Lowell Methadone Clinic
- Discussion pertaining FY 2015 Budget
- Vote for MIIA Nominating Committee Delegate
- Vote on MMA Resolutions

Documents: ARTICLE ON LOWELL METHADONE CLINIC.PDF, VOTING CREDENTIAL FORMS.PDF

10. SELECTMEN LIAISON REPORTS & REFERRALS

11. PRESS QUESTIONS

12. NEXT REGULAR MEETING DATE - JANUARY 27, 2014

20:1 119 3-11111111

BOARD OF SELECTMEN MEETING AGENDA
January 6, 2014
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Room 204

RECEIVED

2014 JAN -2 PM 1:51

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Tricia Dzuris - Winterfest - January 31 - February 2, 2014
- Evelyn Thoren - Arts & Technology Education Fund Update

3. OPEN SESSION

4. COMMITTEE VACANCIES

- CIVIC Committee (1) 3 year term
- Cultural Council (3) 3 year terms
- Energy Conservation Committee (1) unexpired 3 year term ending 6/30/2014
- Military Community Covenant Task Force (1) 3 year term
- Sign Advisory Committee (1) 3 year term

5. SCHEDULED BUSINESS

- Bill Griffin - Update on Aspen Apartments
- One Day Beer & Wine License - Harrington PTO, 1/24/14, Chelmsford Community Center

7:30 PM Public Hearing:

- Status of All Alcohol Package Store License, Sam's Liquors

Documents: ASPEN APARTMENTS.PDF, ONE DAY HARRINGTON PTO.PDF, SAM'S LIQUORS.PDF

6. TOWN MANAGER REPORTS

- Draft List of Town Meeting Warrant Articles
- NMCOG - Local Technical Assistance Grant Applications
- Status on BOS/TM Goals

Documents: 2014 SPRING & SUMMER LIST OF WARRANT ARTICLES.PDF, NMCOG REPORT.PDF, BOSS ET ALIUS REPORT - JANUARY 2014.PDF

7. TOWN MANAGER BID AWARDS

- Dutton House Removal and Relocation

Documents: DUTTON HOUSE PROPOSAL.PDF

8. MEETING MINUTES

- Executive Session Minutes - September 23, 2013
- Executive Session Minutes - October 7, 2013
- Work Session Minutes - October 21, 2013

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2014 JUN -5 PM 1:21

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- Regular Meeting Minutes - October 24, 2013
- Executive Session Minutes - October 24, 2013
- Executive Session Minutes - November 11, 2013
- Regular Meeting Minutes - November 18, 2013
- Regular Meeting Minutes - December 2, 2013
- Tri-Board Meeting Minutes - December 9, 2013
- Regular Meeting Minutes - December 16, 2013

RECEIVED

2014 JAN -2 PM 1:51

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Documents: 10/24/2013 EXEC SESSION MINUTES TO BOS PDF, 10/24/2013 EXEC SESSION MINUTES TO BOS PDF, 10/24/2013 BOS WORKSHOP MINUTES TO BOS PDF, 10/24/2013 BOS MINUTES TO BOS PDF, 10/24/2013 EXEC SESSION MINUTES TO BOS PDF, 11/11/2013 EXEC SESSION MINUTES TO BOS PDF, 11/18/2013 BOS MINUTES TO BOS PDF, 12/2/2013 BOS MINUTES TO BOS PDF, 12/9/2013 BOS MINUTES TO BOS PDF, 12/16/2013 BOS MINUTES TO BOS PDF

9. UNSCHEDULED BUSINESS

- Discussion pertaining to Lowell Methadone Clinic
- Discussion pertaining FY 2015 Budget
- Vote for MIA Nominating Committee Delegate
- Vote on ~~any~~ Resolutions

Documents: 6 ARTICLES ON LOWELL METHADONE CLINIC PDF, VOTING CREDENTIAL FORMS PDF

10. SELECTMEN LIAISON REPORTS & REFERRALS

11. PRESS QUESTIONS

12. NEXT REGULAR MEETING DATE - JANUARY 27, 2014

100-1038

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Approved 1/27/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2014 JAN 30 PM 1:39

**Regular Meeting MINUTES
January 6, 2014**

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

Tricia Dzuris-Winterfest-January 31-February 2, 2014

Ms. Dzuris announced this will be the 21st Winterfest, and will be held January 31-February 2, 2014. A schedule of events is still being developed; updated information will be posted at www.chelmsfordlibrary.org.

Evelyn Thoren-Arts and Technology Education Fund Update

Mrs. Thoren announced that annual applications are now available, and are due by March 31, 2014. Winners will be announced in June, at a Board meeting. The program and process were explained; this program is funded by private donations. Chairman Hanson thanked her for the Committee's hard work.

Open Session

No one came forward at this time.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Scheduled Business

Bill Griffin-Update on Aspen Apartments

Mr. Griffin explained the Billerica Zoning Board of Appeals hearing was held on December 18, 2013, and a comprehensive permit was approved. Mr. Griffin requested the Board's help in appealing the decision and to see if someone can be allowed to look at the plans, as several changes were made after the peer review process was completed. Chairman Hanson agreed to ask Town Counsel what Chelmsford's rights are regarding an appeal of a decision made by another town, and Mr. Cohen agreed to ask Steve Jahnle, the Town Engineer to go to Billerica and request to look at the plans to see if he notices anything that should be of concern. The

abutters on Bishop St. are very concerned about flooding issues increasing due to a retention pond being built at a higher elevation along a fault line behind their homes. The access road from State St. was removed, and a building was moved back another 47 feet. Discussion will continue at the Board's meeting on January 27, 2014.

One Day Beer and Wine License-Harrington Elementary PTO, January 24, 2014, Chelmsford Community Center

Shari Monnes was present for questions. This will be a trivia night event at the Chelmsford Community Center. Harrington Wine and Liquors will be serving the alcohol, and will donate a portion of the proceeds to the school.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to the Harrington Elementary School PTO for January 24, 2014 for the hours of 6:00PM-11:00PM, to be exercised on the premises at the Chelmsford Community Center, 31 Princeton St., contingent upon providing a TIPS certification. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

One Day Beer and Wine License-Chelmsford Telemedia

Susan Gates was not present for questions. The event is for staff appreciation at Chelmsford Telemedia, and Mrs. Gates is TIPS certified.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to Chelmsford Telemedia for January 26, 2014 for the hours of 2:00PM-6:00PM, to be exercised on the premises at the Chelmsford Center for the Arts, 1A North Rd. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Reports

Draft List of Town Meeting Warrant Articles

This is the first draft of the meeting warrant, which will be updated over the next two months. At this time, there are 24 articles, several of which are placeholders.

Public Hearing - Status of All Alcohol Package Store License, Sam's Liquors

Atty. Arthur Sullivan was present with Sambin Sok, the owner of Sam's Liquors. An agreement to sell the license was entered into today with Maria Mello Caires. Atty. Sullivan and Mr. Sok were advised that on the recommendation of Town Counsel, the transfer must be completed within six months or the license will need to be returned to the Town. Atty. Sullivan advised that he hopes the ABCC will act promptly once the application is submitted.

No other comments were received from the audience.

Motion: by Selectman Wojtas to close the Public Hearing. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to officially record that Sam's Liquors has been notified their All Alcohol Package Store License must be transferred in a six month time frame, or

Approved 1/27/2014

the license will need to be surrendered to the Town. Seconded by Selectman Askenburg.
Motion carries, unanimous.

Town Manager Reports

NMCOG-Local Technical Assistance Grant Applications

The deadline to submit applications under this program is January 8, 2014. The project being submitted will involve work being done by the North Chelmsford Village Strategic Planning Committee.

Status on BOS/Town Manager Goals

An updated list as of January 6, 2014 was provided to the Board for their review. Chairman Hanson would like to schedule a Public Input Session for February 3, 2014. He also announced that a Chairmen's meeting will be held on January 22. Selectman Askenburg requested permission to work with Paul Pedulla on the project to digitize Chelmsford's meeting history, which was granted. Selectman Askenburg requested additional discussion to establish guidelines for the prioritization of Free Cash, which will be done at the meeting of January 27, 2014.

Other Reports

A Public Hearing will be held in Lowell next week regarding the methadone clinic proposed to be moved to Stedman St.

There will be a vacancy at the rank of Sergeant in the police department effective January 31, as Sgt. Ed Quinn is being promoted to Lieutenant.

The Mass. Department of Transportation has announced plans for the replacement of a bridge on Gorham St. that goes over Route 495.

Town Manager Bid Awards

Dutton House Removal and Relocation

As discussed in the previous Board meeting, the Request for Proposals was re-published in order to acquire a conforming bid response. A new proposal was received from William Harvey to move the Dutton House to his property at the corner of North Rd. and Dalton Rd. He is prepared to file an application with the Zoning Board of Appeals, and his goal is to have the house moved by the end of June.

Motion: by Selectman Wojtas to approve the Town Manager's Bid Award for the Sale and Removal of the Dutton House to William L. Harvey of 71 North Rd., Chelmsford, MA. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Meeting Minutes

Executive Session Meeting Minutes-September 23, 2013

Motion: by Selectman Wojtas to approve but not release the Executive Session Meeting Minutes of September 23, 2013 as presented. Seconded by Selectman Askenburg.

Motion carries, unanimous.

Executive Session Meeting Minutes-October 7, 2013

Motion: by Selectman Wojtas to approve and release the Executive Session Meeting Minutes of October 7, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Work Session Minutes- October 21, 2013

Motion: by Selectman Wojtas to approve the Work Session Meeting Minutes of October 21, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Regular Meeting Minutes-October 24, 2013

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of October 24, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Executive Session Meeting Minutes-October 24, 2013

Motion: by Selectman Wojtas to approve and release the Executive Session Meeting Minutes of October 24, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Executive Session Meeting Minutes-November 4, 2013

Motion: by Selectman Wojtas to approve but not release the Executive Session Meeting Minutes of November 4, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Regular Meeting Minutes-November 18, 2013

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of November 18, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Regular Meeting Minutes-December 2, 2013

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of December 2, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Tri-Board Meeting Minutes-December 9, 2013

Motion: by Selectman Wojtas to approve the Tri-Board Meeting Minutes of December 9, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Regular Meeting Minutes-December 16, 2013

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of December 16, 2013 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Unscheduled Business

Discussion Pertaining to Lowell Methadone Clinic

A Public Hearing will be held on January 13, 2014 in Lowell to reconsider the relocation of this clinic to a building on Stedman St. The Lowell Zoning Board of Appeals now has three new members to attend this hearing; residents were encouraged to attend, and Chairman Hanson and Selectman Askenburg will attend to reiterate the previous concerns noted with the original proposal.

Discussion pertaining to FY2015 Budget

Selectman Askenburg asked if there was a possibility of not having to request a full 2.5% increase of the tax levy for FY15. Mr. Cohen explained that retirement assessments, contractual obligations, and other expected increases may not make this possible. The governor's budget is expected to be announced on January 23, 2014. The School Department is considering full day kindergarten, they will be meeting on January 7, 2014 to discuss their needs

Selectman Askenburg requested an update on the performance of the ESCO contract for discussion in February.

Discussion pertaining to request from Markus Lewis of Markus and Leslie for authorization of Carry-On to Premises Beer and Wine for Artistic Events

Mr. and Mrs. Lewis were present to discuss their request to allow the serving of wine in their painting classes. Mrs. Lewis is TIPS certified. They would not be selling wine, but would have it available as part of the class experience, or they could allow participants to bring their own wine. This is a common practice in studios in other communities, and they would like to remain in Chelmsford and still be able to offer the same things as other studios.

Mr. Cohen outlined how their request does not fall into any of the license categories currently offered by the Town. Town Counsel will be asked for guidance, and further discussion will be conducted at the meeting of January 27, 2014.

Vote for MMA Nominating Committee Delegate

Motion: by Selectman Dixon to nominate Selectman Wojtas as the MIIA Committee delegate for the Town of Chelmsford. Nomination was accepted by Selectman Wojtas, and seconded by Selectman Askenburg. **Nomination carries, unanimous.**

Vote on MMA Resolutions

The MMA resolutions are posted on the town website.

Motion: by Selectman Wojtas to recommend support of the MMA's proposed resolution ensuring a strong partnership between Cities and Towns and the Commonwealth in Fiscal 2015 and beyond, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to recommend support of the MMA's proposed resolution ensuring a strong and productive role for Cities, Towns, and Community Residents to promote and ensure effective land use and housing policies, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to recommend support of MMA's proposed resolution ensuring sustainable OPEB costs for Cities and Towns and local taxpayers, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Approved 1/27/2014

Selectman Dixon:

- Residents were wished a Happy New Year.
- Grinder Pump Committee meetings will be held every Tuesday in Room 204 starting at 6:30PM, and will be recorded. Each meeting will have different guest speakers.

Selectman Wojtas:

- Newest Eagle Scout Quentin Nichols was congratulated on achieving his Court of Honor. His community project was to install mile markers along the Freeman Rail Trail.
- The Senior Center will be hosting a Financial Fitness Fair on January 11, 2014 from 9:00AM-noon.
- Twelve Chelmsford firefighters received a Firefighter of the Year award for their efforts in response to the Woodcrest Condominium fire.
- Mr. Cohen was asked if a formal vote was needed to keep the section of Pond St. closed by the beach.

Selectman Lane:

- Gary Persichetti and the Highway Department were thanked for their snow clearing efforts in the last storm.
- The Center Village Master Plan was well received at the last Planning Board meeting. The same presentation will be given to the Conservation Commission on January 7, 2014, and the final presentation will be given to the Board of Selectmen at their January 27th meeting.

Selectman Askenburg:

- Residents were wished a Happy New Year.
- Residents were asked to complete the Chelmsford Telemedia survey included with the recent tax bill.
- Kindergarten registration will be from January 14-16, 2014.

Chairman Hanson:

- Residents were wished a Happy New Year.
- Office hours will be held on Thursday, at the Java Room from 5:00-6:00PM.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: January 27, 2014.

Motion: by Selectman Wojtas to adjourn this meeting at 8:40PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

Approved 1/27/2014

List of Reference Documents:

- Winterfest flyer
- Summary sheet for Arts and Technology Education Fund
- List of Committee Vacancies
- Supporting Documents for One Day Beer & Wine Licenses
- E-mail of December 31, 2013 from Bill Griffin
- Draft list of Spring 2014 Town Meeting Warrant Articles
- Letter of December 19, 2013 to Atty. Arthur Sullivan regarding Sam's Liquors
- Letter of December 13, 2013 from NMCOG
- Updated BOS/Town Manager goals for FY 2014
- Supporting documents regarding the Dutton House bid
- Draft Minutes
- Lowell Sun Newspaper article from December 31, 2013 regarding the methadone clinic
- Supporting documents regarding MMA nominations and resolutions.

RECEIVED
2014 JAN 23 PM 3:13
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

5014 7008 53 64 3: 13

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- Documents: 2014 SPRING ATM BOARD LIST OF NOMINATED CANDIDATES PDF, 2014 SPRING ANNUAL FORM MEETING WARRANT PDF, FY15 BUDGET PRESENTATION.PDF, REGIONAL ORGANIZATION.PDF, GREENWICH ESTATES 108.7 OF, MHA HEALTH TRUST BOARD CONFLICT OF INTEREST FORM.PDF, CONSERVATION RESTRICTIONS.WORD - 1 SHEET 40x

Deputy Constables: 1 year terms ending 12/31/14

- RECEIVED
2014 JAN 23 PM 3:13
TOWN OF CHELMSFORD
ONORINA Z. MALONE
TOWN CLERK

- Sarah Creegan

- Karen Willis

Documents: 02ACAPPLICATION-CREGMI.PDF, APPLICATION-RECYCLING
WILLIS.PDF

- Regular Meeting Minutes - January 6, 2014

Documents: 15,2014 2015 MINUTES, RÔLES, PÔLE

- Center Village Master Plan Report
- Discussion regarding Carry-In Alcohol Consumption.
- Discussion on Board of Selectmen Financial Policies - Free Cash

Documents: 2012-12-07 OYMPIC C&A MCO AG BY AND FOR

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800 000 000

10. SELECTMEN LIAISON REPORTS & REFERRALS

11. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: February 10, 2014

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2014 JAN 23 PM 3:13

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

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Approved 3/10/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2014 MAR 25 AM 11:47

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
January 27, 2014**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

Fire Chief Curran-Certificates of Recognition for the Governor's 2013 Firefighter of the Year Award Recipients

Fire Chief Curran was present and described the Woodcrest Condominium fire incident that his firefighters were recognized by the Governor for. A citation was read by Selectman Wojtas, and accepted by the firefighters that could be present.

George Simonian-CHS Alumni Association

CHSAA Hall of Fame inductees were listed by Mr. Simonian. Awards will be presented on March 22, 2014, at the Radisson Hotel in Nashua, NH. Proclamations on behalf of the inductees were given to Mr. Simonian.

John Edward-Housing Advisory Board/Housing Affordability Assistance

Mr. Edward announced that information regarding programs related to Affordable Housing Assistance is now available on the Housing Advisory Board's website. Five categories were listed and described. Anyone with suggestions on what else to include on the Board's webpage is welcome to contact Mr. Edward.

Open Session

Mary Donovan, Tanglewood Dr., questioned a fee on her Verizon telephone bill that appears to relate to the underground utility project. She also asked if the burnt out street light near her house could be repaired prior to this Spring, as her neighborhood is very dark without the light. Mr. Cohen agreed to look into replacing the light sooner, and advised that the fee on her telephone bill is a legitimate fee related to the underground project. Mrs. Donovan also wished to let the public know that she was notified by National Grid that her neighborhood will be without power for 6 hours on February 11, 2014, due to work being done to replace a pole.

Committee Vacancies

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2014 MAR 22 AM 11:43

TOWN OF
DORSET

Approved 3/10/2014

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Scheduled Business

One Day Beer and Wine Licenses-Winterfest Movie Night-January 31, 2014, Valentine's Day Sock Hop-February 14, 2014, and Annual Pre-St. Patrick's Day Celtic Pub Night-March 1, 2014, Chelmsford Community Center

Laura Lee was present to summarize all three of these events being held at the Chelmsford Community Center. TIPS certification is on file.

Motion: by Selectman Wojtas to approve three One Day Beer and Wine Licenses to the Chelmsford North Town Hall Advisory Committee and North Chelmsford Village Association, to be exercised on the premises at 31 Princeton St., for the following dates: January 31, 2014 from 6:30PM-10:30PM, February 14, 2014 from 6:00PM-11:00PM, and March 1, 2014 from 6:00PM-11:00PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Common Victualer License-Parshi LLC DBA Subway, 66-4 Parkhurst Rd.

Prianc Patel and Dashrath Patel were present on behalf of the applicant. There are no changes to the floor plan.

Motion: by Selectman Wojtas to approve a Common Victualer License to Parshi, LLC, d/b/a Subway #31376, to be exercised on the premises at 66-4 Parkhurst Rd., with a seating capacity of 16, for the following hours: Weekdays from 7:00AM-10:00PM and Sundays 9:00AM-9:00PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Steven Jahnle, Aspen Apartments Drainage Report

Town Engineer Steve Jahnle displayed a map of the back third of the project area, which is the closest to the Chelmsford border. He concurred with the peer reviewer's assessment of the calculations. His concern would be to ensure the pond is built properly as the retention basin will use a berm of 9 feet of fill. If this berm were to blow out, it could cause a flood. Mr. Jahnle noticed very specific conditions in the Order of Conditions issued by the Billerica Conservation Commission, and inspections are to be done often through the building process. Currently, all water in the project flows to the wetland near Chelmsford. After construction, roof runoff will be directed in a direction away from Chelmsford.

Bill Griffin, Aspen apartments, Update

Mr. Griffin, 9 Bishop St., began his presentation by introducing several members of Boy Scout Troop 81, who were observing this meeting.

Mr. Griffin presented multiple photos of his street and State St. during flooding conditions experienced in March, 2010. The photos showed multiple areas of erosion/washout, and several residents experienced significant basement damage from water. The neighborhood has filed an appeal to the Billerica's Zoning Board of Appeals decision to allow construction of this project. The Town Engineers over the years are very familiar with conditions in this neighborhood, and

Mr. Griffin inquired if the Town could also file an appeal in response to effects on Town infrastructure. Chairman Hanson advised that Town Counsel was asked what the Town's rights were in this situation, and was told that the Town has no rights to file any type of appeal or suit. Steve Jahnle outlined past issues with this area, and agreed that construction may change things, as some water which heads here now is being diverted to another area, according to the plans he reviewed. The calculations he reviewed were based on surface water, not ground water. Mr. Cohen advised the conditions outlined tonight would be seen as an existing condition, and any future complaint would have to show that this project caused or increased the problem, which would be very costly to do. Mr. Jahnle read from a letter from the Billerica Town Engineer, advising they are also aware of the situation on Bishop & State Streets. Mr. Griffin expressed his disappointment that the Town can do nothing to protect their infrastructure.

Gary Persichetti, Energy Management Performance Contract Update

The presentation given by Mr. Persichetti, Director of Public Works, outlined the work categories, locations affected, and the percentage of work completed. An estimated time to complete ongoing work was also provided. At this time, overall work is about 40% completed; there are about 9 open items that were missed being worked through as contingencies. The work contemplated by this contract should be complete by September, 2014. Other items are being addressed in the Town's Capital Plan. Additional items that would affect baseline energy use were completed as far back as 2000, and savings are already being realized by these changes. Mr. Persichetti estimated an overall 13% savings on energy costs overall, to date.

John Sousa, Approval of Bond Sale

Town Treasurer John Sousa explained that the proceeds from auctioning existing bonds will be used to finance the Center Fire Station project, Community Preservation funding for the Chelmsford Woods project, and the refunding of the 2007 School project bond. The recent upgrading of the Town's rating from Standard and Poor's enabled the Town to receive a lower interest rate. Eight bids were received for this auction.

Motion: by Selectman Wojtas to certify that at a meeting of the Board held January 27, 2014, of which meeting all members of the Board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the Board, the following:

That in order to reduce interest costs, the Treasurer is authorized to issue refunding bonds, at one time or from time to time, pursuant to Chapter 44, Section 21A of the General Laws, or pursuant to any other enabling authority, to refund all of the Town's \$18,103,000 General Obligation Bonds, Series A, dated June 15, 2007 maturing on May 15 in the years 2016-2035 (inclusive) (collectively, the "Refunded Bonds") and that the proceeds of any refunding bonds issued pursuant to this vote shall be used to pay the principal, redemption premium, if any, and interest on the Refunded Bonds and costs of issuance of the refunding bonds.

That the sale of the \$10,971,953 General Obligation Municipal Purpose Loan of 2014 Bonds of the Town dated February 5, 2014 (the "Bonds"), to Janney Montgomery Scott LLC of Philadelphia, PA at the price of \$12,052,618.60 and accrued interest, if any, is

hereby approved and confirmed. The Bonds shall be payable on May 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2014	\$35,000	2.00%	2022	\$1,045,000	5.00%
2015	121,953	2.00	2023	965,000	3.00
2016	1,155,000	3.00	2024	955,000	3.00
2017	1,055,000	4.00	2025	935,000	3.00
2018	1,050,000	4.00	2026	130,000	3.00
2019	1,045,000	4.00	2027	130,000	3.00
2020	1,045,000	4.00	2028	130,000	3.125
2021	1,045,000	5.00	2029	130,000	3.25

That in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated January 13, 2014, and a final Official Statement dated January 22, 2014 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

That the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

To authorize the execution and delivery of a Refunding Escrow Agreement to be dated February 5, 2014, between the Town and U.S. Bank National Association, as Refunding Escrow Agent.

That the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the bonds for the benefit of the holders of the Bonds from time to time.

That we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

That each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at

all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays, and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decisions in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, SS18-25 as amended.

Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Erik Merrill, Dog Park Advisory Committee Recommendation for the Project Design Consultant

Mr. Merrill explained that 10 Requests for Proposals were sent out for design services for the Dog Park at 54 Richardson Rd., and three responses were received. All three respondents were interviewed by the Committee. Places Associates, Inc. appeared to work best with the Town's goals and the grant provider's requirements.

Motion: by Selectman Wojtas to approve the Dog Park Advisory Committee's recommendation to award design services for the Dog Park to Places Associates, Inc. of Littleton, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Public Hearing: Transfer of Stock, New Officers, Directors, New Stockholder-Shi Sushi, Inc. DBA Yanagi Sushi

Guang Shi and Sheng Fang were present to explain this is a transfer of stock to a family member. There were no further questions from the Board or the Audience.

Motion: by Selectman Wojtas to close the Public Hearing for Shi Sushi, Inc. d/b/a Yanagi Sushi. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Wojtas to approve the Transfer of Stock, New Officer/Director and New Stockholder for Shi Sushi, Inc. d/b/a Yanagi Sushi, to be exercised on the premises at 83 Parkhurst Rd., Unit 1. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Reports

Draft Annual Spring Town Meeting Warrant

The current list of Town Meeting Warrant Articles was summarized. Another draft will be forthcoming.

The starting time for the first night of Town Meeting will be 7:30PM. The Town Meeting Representatives will decide the starting times of subsequent meetings.

FY2015 Operating and Capital Budgets

Mr. Cohen noted that many communities were disappointed with local aid figures presented by the Governor. The House will deliberate and approve the budget in April, and the Senate will do their work in May. The Finance Committee is also reviewing the Town Manager's proposed budget, which will remain fluid until more information regarding health insurance rates and other

final figures are known. OPEB funding has been included in the operating budget, and would be funded via a Free Cash transfer. Selectman Askenburg felt the amount of \$1 million for OPEB was too high. Mr. Cohen explained this was a compromised amount, as the Town's audit revealed the actual contribution amount should be \$2.3 million annually. Sheila Pichette from the Finance Committee came forward to confirm that the Town's current OPEB obligation is \$2.3 million, and putting the \$1million in the budget as a line item would ensure that at least that amount is being funded. The Finance Committee is still discussing options for a permanent solution for this liability.

Mr. Cohen noted that student enrollment at Nashoba Technical High School is increasing, therefore the Town's share of the assessment is increasing. The \$50 million suggested for the Chelmsford Public Schools budget does not cover personnel costs or debt service. Spring contracts for the Turf Fields are still pending. Overall student enrollment at the public schools has decreased 7.24% over the past five years.

Police and fire service calls are increasing, as are retirement assessments. Mr. Sousa described how these assessments are calculated. The increases in Chapter 70 aid are being offset by decreases in general government aid.

Various categories of funding and expenses were listed with 5-year comparisons, and comparisons to other similar towns for reference.

Unfunded pension liability and retiree healthcare costs were summarized. The FY2015 Capital Plan items were listed. Several suggestions were provided on how the Town could potentially reduce reliance on property taxes as the main source of funding the budget.

Update on Regional Dispatch Study

A copy of the document is available on NMCOG website. This option is being studied for a group of municipalities. One challenge being researched is comparing cost effectiveness to response times. Additional information will be presented at future meetings.

Greenwood Estates, Chapter 40B Eligibility

An application has been filed for a project at 271 Riverneck Rd. that will consist of a group home and 8 market rate homes.

MIIA Health Trust Board

Mr. Cohen announced that he has accepted a two year term as a trustee of this Board. This disclosure was made as the Town uses the services of the MIIA.

Motion: by Selectman Wojtas that the Board of Selectmen acknowledges, with no objection, the Town Manager's participation in the MIIA Health Trust Board. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Conservation Restriction, Pond St.

The document provided tonight to the Board has been approved by the Conservation Commission and the Chelmsford Land Conservation Trust.

Approved 3/10/2014

Motion: by Selectman Wojtas to approve the Conservation Restriction granted by the Town of Chelmsford to the Chelmsford Land Conservation Trust, Inc. for two parcels on Pond St. as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Other Reports

The Snow & Ice budget has been 59.2% expended for the year. The inaccuracy of recent forecasts has made preparation for storms difficult.

Appointments

Deputy Constables: 1-year terms ending December 31, 2014

Motion: by Selectman Wojtas to approve the Town Manager's appointments of Deputy Constables for a term ending December 31, 2014 for the following: Jean Blodgett, Thomas Buntel, Fred Correia, Judith Goffin, Kiernan Lennon, John MacGilvary, John R. Pelletier, and Kevin Whippen. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Dog Park Advisory Committee: 1-year term ending June 230, 2014

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Sarah Creegan to the Dog Park Advisory Committee for a term ending June 30, 2014. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Recycling Committee: Unexpired 1 year term ending June 30, 2014

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Karen Willis to the Recycling Committee for a term ending June 30, 2014. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-January 6, 2014

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of January 6, 2014, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Unscheduled Business

Center Village Master Plan Report

Selectman Lane recognized the Committee members and gave thanks to Community Development Director Evan Belansky, and Ken Buckland and Nels Nelson of Cecil Group, and NMCOG for their assistance in this project. Concepts relating to parking, signage and a brook walk were described. The plan received positive responses from various town departments and Center Village property owners. The plan received the unanimous support of the Conservation Commission, and the support of all but one member of the Planning Board. Implementation will be coordinated by the Master Plan Implementation Committee. The plan is expected to take 5 years to complete, at an estimated cost between \$4-5 million.

Motion: by Selectman Wojtas to accept and support the Center Village Master Plan report as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Discussion Regarding Carry-In Alcohol Consumption

The business researching this license has withdrawn their request due to unanticipated liability concerns. As the Board anticipates future requests, the policy sub-committee crafted draft language to which comments from the Police Department and Town Counsel will be requested. A second reading is forthcoming.

Discussion on Board of Selectmen Financial Policies-Free Cash

Selectman Askenburg presented draft policy language regarding the disposition of Free Cash, after receiving feedback from various constituents to address tax relief as was promised in election campaigning efforts. Selectman Dixon agreed this draft is a good start as a way to give back to the taxpayers, however, at times the Town needs to address unexpected issues that require funding. Selectman Wojtas was not comfortable with the 50% allowance based on other obligations the Town is facing in a given year. Mr. Cohen provided a list of how Free Cash was expended each year since 2007, which included returning money to the Town's Stabilization Fund, funding OPEB liability, funding required sick time buyback, and maintaining reserves suggested in other Board policies. Selectman Lane admitted he has learned OPEB concerns are a real problem and require addressing. Further discussion will continue at a future meeting.

Selectmen Liaison Reports and Referrals

Selectman Dixon:

- Firefighters recognized earlier this evening were congratulated. The department should be proud, as they receive many calls and not many people see what they do.
- The Center Village Master Plan Committee was thanked for providing a great plan.

Selectman Wojtas:

- On February 6, 2014 Fred Merriam will introduce his new book at the Library, with a program starting at 7:00PM.
- Selectman Dixon was congratulated on his Hall of Fame nomination.

Selectman Lane:

- Anthony Bernazani was congratulated on achieving Eagle Scout status. His project was the storybook walk at Sunny Meadow Farm.
- Chelmsford was recognized at the MMA Conference for its efforts with health care reform.
- Trish Dzuris was thanked for her work with the Town's website, which was also recognized at the MMA Conference.
- Charlie Wojtas, Sue Carter, and Selectman Dixon were congratulated on their Hall of Fame nominations

Selectman Askenburg:

- The previously recognized Firefighters were congratulated again, as a reminder of how important they are.

Chairman Hanson:

Approved 3/10/2014

- Sentiments for the Firefighters were echoed again.
- Chelmsford received several positive comments at the MMA Conference.
- Outreach and management techniques were discussed at the previous Chairmen's meeting.
- Residents were encouraged to check out the ChelmsfordNow website for lots of information about what is going on in Town.
- Office hours will be held on Thursday, at the Java room from 5:00-6:00PM.

Press Questions

Andy Sylvia, from Chelmsford Patch, asked the age of the National Grid infrastructure around Scotty Hollow, and he was directed to speak with Jim Toscano.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: February 10, 2014.

Motion: by Selectman Wojtas to adjourn this meeting at 10:35PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Certificates of Recognition for Firefighters
- Alumni Hall of Fame Inductees list
- Housing Advisory Board Affordability Assistance flyer
- List of Committee Vacancies
- Supporting documents for One Day Beer & Wine Licenses
- Supporting documents for Common Victualer License
- Supporting documents for Energy Management Contract Status Report
- Supporting documents for Bond Sale Approval
- Supporting documents for Dog Park Consultant Award
- Supporting documents for Yanagi Sushi
- Draft Annual Spring Town Meeting Warrant
- FY 2015 Operating and Capital Budgets presentation
- NMCOG Report on Regional Dispatch Study
- Eligibility Letter for Greenwood Estates 40B project
- MIIA Health Trust Board Disclosure letter
- Conservation Restriction document for Pond St.
- Committee applications; List of Deputy Constable appointees
- Draft Minutes
- Center Village Master Plan report
- Draft policy and regulations for carry-in alcohol consumption
- Draft policy language regarding Free Cash Policy





RECEIVED

2014 JAN -9 PM 3: 4

TOWN OF CHELMSFORD
UNORINA Z. HALL
TOWN CLERK

The public is invited to come and share their thoughts
and ideas about the Town with the Board



Please join the
Board of Selectmen
for a

PUBLIC INPUT SESSION

Monday, February 3, 2014
7:00 pm
Town Offices
50 Billerica Road
Room 204



114
1. 11/11/13
11/11/13



Approved 3/10/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2014 MAR 25 AM 11:47

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Public Input Session MINUTES
February 3, 2014**

Attending:

Matt Hanson, Chairman

Paul Cohen, Town Manager

Patricia Wojtas, Vice Chair

Janet Askenburg, Clerk

Jim Lane, Selectman

George Dixon, Jr., Selectman

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, MA. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00PM.

Residents were reminded that the last day to pull nomination papers for the April Town election on Friday, February 7, 2014. There are still many unfilled openings.

Selectman Wojtas announced that fundraising efforts for the 9/11 Memorial planned for the new Center Fire Station are beginning. Donations can be sent to the Town Manager's office, the Fire Department, or Enterprise Bank. The memorial is targeted to be dedicated this September 11, 2014.

Public Input Forum

Speakers were requested to provide their name and address for the record.

Audience Comments:

Greg Lueck, 780 Crooked Spring Rd., requested whether an independent group could be appointed to oversee the process regarding the disposition of the Crooked Spring Dam, as he is getting the impression that decisions regarding whether to repair or dismantle the dam have already been made. Selectman Lane suggested he speak with his precinct's Town Meeting Representatives regarding the funding request by the Conservation Commission as the article can be amended on the floor. He also explained that the Commission takes its direction from the Wetlands Protection Act. The public is invited to attend the Public Hearing by the Community Preservation Committee being held on February 19, 2014, when this article will be discussed. He could also attend the Conservation Commission meeting being held on February 4, 2014.

Bob Joyce, 103 Turnpike Rd., asked where he could find information regarding the Board's policies on Free Cash, and he was directed to the proper web page. He was also advised that the board's financial policies are not binding on Town Meeting decisions, as Town Meeting approves the budget and financial appropriations. Mr. Joyce asked if the asbestos removal from the Town Offices building was included in the original cost of work being done in relation to the Fire Station project, and he was advised that this cost was included.

Approved 3/10/2014

RECEIVED
Selectman Wojtas requested that the Town Manager provide a description of the street light replacement process. Mr. Cohen advised that the situation on Tanglewood Road mentioned at the previous meeting has been taken care of. He also explained that the existing lights are 10 years old, and are being replaced with LED fixtures as weather conditions allow. It is anticipated that all the lights will be replaced by Spring. Lights that have failed are being replaced again, and some required work by National Grid is causing minor delays. Any problems with street lights can be referred to his office or the DPW.

There being no further questions, the Public Input Session was ended, and attendees were thanked for coming.

Motion: by Selectman Wojtas to adjourn this meeting at 7:18PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

No reference documents were used in this session.



BOARD OF SELECTMEN MEETING AGENDA

February 10, 2014

Town Offices, 50 Billerica Road

Chelmsford, MA 01824

Room 204

RECEIVED

2014 FEB -6 PM 3: 12

TOWN OF CHELMSFORD
ONORINA Z. HALDNEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

3. OPEN SESSION

4. COMMITTEE VACANCIES

- CIVIC Committee (1) 3 year term expiring 6/30/2016
- Commission on Disabilities (1) unexpired 3 year term ending 6/30/2015
- Cultural Council (3) 3 year terms expiring 6/30/2016
- Energy Conservation Committee (1) unexpired 3 year term ending 6/30/2014
- Historic District Commission (1) unexpired 3 year term ending 6/30/2015
- Land Management Subcommittee (2) 2 year terms ending 6/30/2015
- Military Community Covenant (1) 3 year term 6/30/2016
- Sign Advisory Committee (1) 1 year term ending 6/30/2014

Documents: COMMITTEE VACANCIES

5. SCHEDULED BUSINESS

- One Day Beer & Wine License: Jazzy Plus Productions, 2/15/14, CCA
- One Day Beer & Wine License: St. Vartanantz, 3/1/14
- Deb Siriani: Donation of Automobile for Use at the Senior Center
- Evan Belansky: The Meadows at Brick Kiln Affordable Housing Regulatory Agreement
- Gary Persichetti: DOER Energy Managers Grant

7:45 PM Public Hearing: Verizon Pole Petition, Washington Street

Documents: VERIZON POLE PETITION, WASHINGTON STREET, CCA, ONE DAY BEER & WINE LICENSE, ST. VARTANANTZ, 3/1/14, DEB SIRIANI, DONATION OF AUTOMOBILE FOR USE AT THE SENIOR CENTER, EVAN BELANSKY, THE MEADOWS AT BRICK KILN AFFORDABLE HOUSING REGULATORY AGREEMENT, GARY PERSICHETTI, DOER ENERGY MANAGERS GRANT

6. TOWN MANAGER REPORTS

- Draft Annual Spring Town Meeting Warrant

Documents: DRAFT ANNUAL SPRING TOWN MEETING WARRANT, DRAFT LIST OF WARRANT ARTICLES

7. APPOINTMENTS

- Parade Committee, Thomas Boucher

Documents: PARADE COMMITTEE, THOMAS BOUCHER

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2011 FEB - 6 PM 3: 12

100
- 100

8. UNSCHEDULED BUSINESS

- Discussion re: Drum Hill/Rourke Bridge Feasibility Study

Documents: ~~REDACTED~~

9. SELECTMEN LIAISON REPORTS & REFERRALS

10. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: February 24, 2014

RECEIVED

2014 FEB -6 PM 3:12

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

501-619-834003

Approved 3/24/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
February 10, 2014**

RECEIVED
2014 MAR 25 AM 11:47
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

There were no Public Service Announcements for this meeting.

Open Session

No one came forward for Open Session at this time.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Scheduled Business

One Day Beer and Wine License: Jazzy Plus Productions, February 15, 2014, CCA

Wendee Glick was present for questions regarding her "Chocolate, Wine and Jazz" event which is being held for the third year. TIPS certification was provided and given to the Town Manager.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to Jazzy Plus Productions for February 15, 2014, to be exercised on the premises at the Center for the Arts, 1A North Rd., for the hours of 7:00PM-11:00PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

One Day Beer and Wine License-St. Vartanantz, March 1, 2014

Kevin Boghigian was present for questions. The event is a Mardi Gras Party.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to the Sts. Vartanantz Armenian Church for March 1, 2014, to be exercised on the premises at 180 Old Westford Rd., for the hours of 5:00PM-10:00PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Evan Belansky: The Meadows at Brick Kiln Affordable Housing Regulatory Agreement

Mr. Belansky was not present for the discussion. Mr. Cohen explained that there has been a change in ownership of this 180 rental unit development, and the new agreement will be valid through 2039. This development is overseen by the Chelmsford Housing Authority.

Motion: by Selectman Wojtas that the Board of Selectmen approve the Regulatory Agreement with the Department of Housing and Community Development (DHCD) and the Chelmsford Housing Authority (CHA) for The Meadows at Brick Kiln located at 82 Brick Kiln Road, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Gary Persichetti: DOER Energy Managers Grant

Mr. Persichetti explained that this grant would provide up to \$50,000.00 toward the full time position of an Energy Manager for 1 year, and up to \$35,000.00 for a second year. It is intended that this person be retained beyond the 2-year period. The responsibilities of the position were listed, and the position fits in with other ESCO initiatives. The Town, via this manager, would pursue additional grant opportunities to offset future costs. The award will be announced by April. Selectman Lane noted that if the benefits of this person's work outweighs the salary and benefits costs, it would be a worthwhile investment. National Grid may be pursuing a residential program for energy savings, and other energy savings initiatives are being pursued via the ESCO program.

Motion: by Selectman Wojtas that the Board of Selectmen approve submission of the DOER grant application for an Energy Manager, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Reports

Draft Annual Spring Town Meeting Warrant

Mr. Cohen reported that the Grinder Pump article has been withdrawn, as the Grinder Pump Study Committee is still doing their work. The zoning articles are being reviewed by Town Counsel, and will be heard by the Planning Board. The administration of the Nashoba Valley Technical High School is still working on the language for their funding request for a new roof, as they have discovered that more work is needed than originally anticipated.

Selectman Dixon asked if the withdrawal of the grinder pump article would affect the Citizen Petitions on the same matter. The Grinder Pump Study Committee is being very thorough in their research, and residents were encouraged to watch the videos of the meetings. Mr. Cohen advised that the Sewer Fairness Alliance could withdraw their articles if they wished.

The Board felt the 7:30PM start time of Town Meeting and the order of the warrant articles were acceptable.

Other Reports

ATEF donations will be added to the options for online billing payments.

The permit application for the stockpiling operation at the Glenview Sand and Gravel area has been filed by the owner. There will be no wetland issues pertaining to the operation. A lien for outstanding taxes has been recorded, and the Town is requesting that 25% be paid upon beginning the work, with additional periodic payments to be made in the future. Selectman Dixon asked if the hours of operation could be changed to times when Drum Hill Road is not as busy. He was advised that overtime costs may make that prohibitive. Simulation reports have not yet been submitted. There is a possibility that a police detail may be required.

The pilot remediation report for the Katrina Rd. Brownfield site is showing positive results to date. Mr. Cohen is hoping to issue an RFP for the sale of the property soon; however, the estimated \$1.8 million cost for full remediation and 20 year monitoring period may make finding a buyer difficult. Another short term solution is to lease the property as a solar farm for 5 years as a way to help pay for remediation.

Deb Siriani: Donation of automobile for use at the Senior Center

Ms. Siriani was not present for this discussion. Mr. Cohen advised that the Council on Aging has been offered a 2005 Toyota Echo with 54,000 miles which would replace an existing Ford Crown Victoria.

Motion: by Selectman Wojtas that the Board of Selectmen accept the gift from Mr. Kramer of a 2005 Toyota Echo to the Council on Aging, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Appointment

Parade Committee, Thomas Boucher

Motion: by Selectman Wojtas to approve the Town Manager's appointment of Thomas Boucher to the Parade Committee for a term ending July 31, 2014. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Public Hearing-Verizon Pole Petition, Washington St.

Joseph Gleason spoke on behalf of Verizon to explain this work was requested by the North Chelmsford Water District to relocate a pole 43 feet to the east of its existing location. A project engineer would be asked to expedite the transfer of wires.

Motion: by Selectman Wojtas to approve Plan 68 dated January 7, 2014, as submitted by Verizon for the Pole Petition for Washington St. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Unscheduled Business

Discussion: Drum Hill/Rourke Bridge Feasibility Study

Selectman Wojtas explained that this study focused on traffic improvements in the area between the Rourke Bridge and surrounding area including Drum Hill Rd. The bridge could be closed up to one week during construction of a new bridge. The full 600 page document is available on the NMCOG website. Environmental analysis and funding research is continuing. Selectman Wojtas requested a letter of support from the Town Manager to NMCOG to allow the process to move forward.

Motion: by Selectman Wojtas that the Board of Selectmen direct the Town Manager to send a letter of support to NMCOG for the Rourke Bridge Corridor Feasibility Study, to proceed with submission to relevant state agencies. Seconded by Selectman Askenburg. **Motion carries, unanimous**

Selectmen Liaison Reports and Referrals

Selectman Lane:

-The Board was asked to continue monitoring the progress of the Williamsburg mitigation grant. FEMA is still reviewing the NMCOG regional report. The Board was asked to contact Congresswoman Tsongas in order to move this request along. Chairman Hanson advised he would make a similar suggestion at the next NMCOG meeting.

-Selectman Lane wished to let the public know that rumors stating a \$5 million transportation bill was approved for Chelmsford are false. The bill was approved by the House, and still needs to be heard by the Senate. He and Evan Belansky will make a presentation in Boston in support of the bill.

-The Community Preservation Committee will hold a public hearing on February 19, 2014 starting at 7:00PM, to discuss warrant articles for Spring Town Meeting.

-The Board of Appeals will open its public hearing for the Mill Rd. 40B development on February 20, 2014.

Chairman Hanson announced that Senator Barrett has requested more information regarding the Center Village Master Plan and the previously mentioned \$5 million transportation bill, and he encouraged letters of support be sent to advocate for the bill's passage in the Senate. Chairman Hanson offered to draft letters on behalf of the Board, and he urged residents to do the same.

Selectman Askenburg:

-Nashoba Tech High School student Brian Boyle was honored as Athlete of the Month, and Chloe Adler-Mandile was honored as Student of the Month for January.

-Chelmsford Telemedia is still researching options for digitizing Town video recordings. More information should be available after March 3, 2014.

-The Finance Committee discussed forming a 10-12 person committee to look at how the Town can address OPEB obligations. Discussions will continue at their next meeting on February 13, 2014.

Selectman Dixon:

-The LRTA has been running Saturday bus service for the past 6 months. They are anticipating starting Saturday service along Rt. 129 in 2-3 weeks. The new line will probably run into Westford.

Selectman Wojtas:

-The latest figure for recycling in Chelmsford is 26% for December, which is the highest rate to date.

-The Town Manager was asked if the Code Red service could be used for delayed trash pickup announcements. Mr. Cohen advised he prefers to use this system only for emergency situations so that people do not start ignoring the messages. He will discuss further with the Police Chief.

-The Library will host Howie Carr on February 14, 2014, to talk about his book about Whitey Bulger. Pre-registration is required.

Chairman Hanson:

-The Board was asked if there was interest in having some electricity providers come in to do a presentation regarding regional aggregation for electric supply services. A couple of companies will be asked to do this at a future meeting.

-Office hours will be held on Thursday, at the Java Room from 5:00-6:00PM.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: February 24, 2014.

Motion: by Selectman Wojtas to adjourn this meeting at 8:17PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- List of Committee Vacancies
- Supporting Documents for One Day Beer & Wine Licenses
- Regulatory Agreement for 82 Brick Kiln Rd.
- Energy Managers Grant Application
- 2014 Draft list of Spring Annual Town Meeting Warrant Articles
- E-mail of November 12, 2013 regarding donation of motor vehicle for Senior Center
- Committee Application
- Supporting documents for Verizon Pole Petition for Washington St.
- Executive Summary of the Corridor Study and Feasibility Analysis for Drum Hill/Rourke Bridge



BOARD OF SELECTMEN MEETING AGENDA **RECEIVED**
Monday, February 24, 2014
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Room 204

2014 FEB 20 PM 3:13

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Bernie Battle - Town of Chelmsford Scholarship Month
- Sue Rosa - Wellness Fair, March 22
- Attorney General Open Meeting Law Educational Forum, March 25

Documents: SCHOLARSHIP FUND PDF, WELLNESS FAIR FLYER PDF, AG FORUM PDF

3. OPEN SESSION

4. COMMITTEE VACANCIES

- CIVIC Committee (1) 3 year term
- Commission on Disabilities (1) unexpired 3 year term ending 6/30/2015
- Cultural Council (3) 3 year terms
- Energy Conservation Committee (1) unexpired 3 year term ending 6/30/2014
- Historic District Commission (1) unexpired 3 year term ending 6/30/2015
- Land Management Subcommittee (2) 2 year term ending 6/30/2015
- Military Community Covenant Task Force (1) 3 year term
- Sign Advisory Committee (1) 3 year term

Documents: COMMITTEE VACANCIES PDF

5. SCHEDULED BUSINESS

- Class II Auto Dealers License - Dutra & Barros, Inc., 301 Littleton Rd.
- One Day All Alcohol License - CHS Boosters, March 8, CCA
- John Shortleeve - Bay State Consultants, Municipal Electricity Aggregation
- Leo Sullivan - Community Choice Aggregation Program, Municipal Electricity Aggregation
- CIVIC Committee update on volunteer recognition

Documents: AUTO DEALER LICENSE PDF, ONE DAY LICENSE PDF, CHELMSFORD AGGREGATION MEETING 2014 FINAL PDF

6. TOWN MANAGER REPORTS

- Ambulance Contract
- Snow & Ice Budget Update

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20/11/2015 10:10 AM

15

Documents: AMBULANCE CONTRACT EXTENSION PDF, AMBULANCE CONTRACT
RENEWAL POWERPOINT FEB 13 (COMPATIBILITY MODE) PDF, SNOWMOB
EMAIL PDF

7. UNSCHEDULED BUSINESS

- Sign Spring Annual Town Meeting Warrant
- Approval of B Street 40B Regulatory Agreement
- Carry-in Alcohol Consumption policy/regulations - second reading

Documents: 2014 SPRING ANNUAL TOWN MEETING WARRANT PDF, B
STREET PDF, CARRY-IN ALCOHOL CONSUMPTION SECOND READING PDF

8. SELECTMEN LIAISON REPORTS & REFERRALS

9. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: MARCH 10, 2014

RECEIVED
2014 FEB 20 PM 3:13
TOWN OF CHELMSFORD
DORINA Z. FALONEY
TOWN CLERK

SW/EEB SO 6W 2.13

11/11/2015

Approved 3/24/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
February 24, 2014**

RECEIVED

2014 MAR 25 AM 11:47

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

Bernie Battle-Town of Chelmsford Scholarship Month

A Proclamation was read by Selectman Wojtas and will be sent to Mr. Battle.

Sue Rosa-Wellness Fair, March 22, 2014

Mrs. Rosa announced this event will run from 9:00AM-Noon at the Chelmsford Senior Center, and everyone is welcome.

Attorney General Open Meeting Law Educational Forum, March 25

Chairman Hanson announced this forum will be held from 6:00-8:00PM, and anyone can attend.

Open Session

Bob Joyce, 103 Turnpike Rd., asked if the Board would allow Selectman candidates to introduce themselves at a future meeting. Chairman Hanson agreed to allow this.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Scheduled Business

Chairman Hanson requested that the B Street 40B Regulatory Agreement Approval be taken out of order to accommodate the applicant. The Board agreed.

Approval of B Street 40B Regulatory Agreement

Atty. William Harvey explained that he purchased this project, and some amendments were made to the original agreement. These changes were approved by DHCD and the Chelmsford

Housing Authority. This is a 2-unit rental development of which 1 unit will be affordable, and the other will be market rate.

Motion: by Selectman Wojtas to approve the amended regulatory agreement for the property located at 1-3 B St., as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Class II Auto Dealers License-Dutra & Barros, Inc. 301 Littleton Rd.

Antonio Barros, 60 Rice St., Cambridge, was present for questions. This lot has been vacant for 2 years, and he would like to open a new business at this location. Mr. Dutra is his nephew. This application is an existing license with a new license holder, and the limit of 9 cars will remain the same.

Motion: by Selectman Wojtas to approve a Class II Auto Dealers License to Dutra & Barros, Inc. d/b/a Route 110 Car Mall, to be exercised on the premises at 301 Littleton Rd., with 9 cars for sale on the lot, contingent upon approval from the Board of Health and acquisition of a bond. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

One Day All Alcohol License-CHS Boosters, March 8, 2014 CCA

Jimmy Young was present on behalf of the CHS Boosters Club. This is the second time for this event, and it will be run the same as last year. There were no further questions from the Board.

Motion: by Selectman Wojtas to approve a One Day All Alcohol License to the Chelmsford High School Booster Organization for March 8, 2014, for the hours of 6:00PM-11:00PM, to be exercised on the premises at the Chelmsford Center for the Arts, 1A North Rd. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

John Shortsleeve-Bay State Consultants, Municipal Energy Aggregation

Mr. Shortsleeve explained what municipal energy aggregation was, and how it worked. It is done in several other states, and several communities in Massachusetts are starting to utilize it. Savings for typical homeowners are nominal, however, larger users can save a substantial amount of money on electric supply services. National Grid still delivers the service, with its standard delivery charges. Aggregation offers consumers a way to "be green" via renewable energy credits. The purchase of these credits offsets fossil fuel costs. Next steps for Chelmsford include issuing an RFP for an aggregation consultant, obtaining Town Meeting approval to develop an aggregation plan, and then initiating a 12 month process. DPU is working on extending the rate period as a way to keep people from entering and leaving the program as prices change. Short term rates tend to be more expensive than long term (24 month) rates. The supplier locks in a rate and accepts the risk.

Leo Sullivan-Community Choice Aggregation Program, Municipal Electricity Aggregation

Mr. Sullivan's presentation explained that aggregation gives consumers more choice in their electricity supplier; however, there is no guarantee of significant savings as the market is very volatile. Rates are currently very high due to infrastructure costs of natural gas. He expects rates to recede later this year. Advantages of his company were summarized, along with information regarding how aggregation works and which communities are considering it. There is a potential

for the Town to receive revenue from having an aggregation program. His company would help create an awareness campaign, steer a plan through local and state approval processes, execute a competitive bid, control and manage the program, and develop a future savings program.

The Board agreed to discuss this concept further in two weeks.

CIVIC Committee update on Volunteer Recognition

Chairman Hanson announced that the first person to be recognized under the Committee's mission will be Dennis Ready, by naming the Board's meeting room the "Dennis Ready Room". Mr. Ready's accomplishments were listed, and the unveiling ceremony is scheduled for March 8, 2014. Everyone is welcome to the ceremony. Chairman Hanson requested the Board's endorsement of this recognition.

Motion: by Selectman Wojtas that the Board of Selectmen approve the CIVIC Committee's recommendation to name the Board of Selectmen meeting room (Room 204) in honor of Dennis Ready. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Reports

Ambulance Contract

The current contract expires in June, 2014. A three year extension was requested, to include fees paid to the Town in monthly installments of \$79,400 in Year 1, \$83,400.00 in Year 2, and \$87,600 in Year 3. The Town received \$75,000.00 for this fiscal year.

Motion: by Selectman Wojtas to approve the emergency ambulance contract extension to Trinity Ambulance as proposed by the Town Manager. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Snow & Ice Budget Update

There has been a shortage of salt in the area due to the expansive ice storms along the East Coast. The current budget is 86% expended at this time, and the salt sheds are near empty. Having the second salt shed this year has helped the Town with its supply. The annual budget for this item is calculated as an average of actual figures over the last 5 years. If this budget will be exceeded, Town Meeting will be asked to authorize additional funding, or there could be a deficit to be funded next year, depending on the amount.

Mr. Cohen explained that it is the Board's policy that roads start getting plowed at 3" of snow. Sidewalks are cleared by the town and are prioritized by area. Machines can experience damage from wood, stones and other debris that gets mixed in with plowed snow.

Other Reports

Potholes will be repaired within 24 hours once they are reported. Catch basins throughout town are holding up.

Chelmsford's legislative delegation has been invited to attend the Board's meeting on March 10, 2014.

Approved 3/24/2014

Ballot positions will be drawn at the Town Clerk's office on Friday, March 7, 2014 at 10:00AM.

The RFP for a financial audit is being prepared.

The Finance Committee discussed forming a committee comprised of members of the Finance Committee, the Board of Selectmen, the School Committee, and several citizens to work on potential solutions for some of the major financial constraints facing the Town's budget, such as OPEB and full day kindergarten. Mr. Cohen felt that these discussions should be heard by all members of the Boards as is done now in Tri-Board meetings. Members of the Finance Committee will appear at the next regular Board meeting to discuss further.

Unscheduled Business

Sign Spring Annual Town Meeting Warrant

The latest changes were summarized, and Town Counsel has reviewed the document. Street acceptances were deleted. Chairman Hanson received a request to handle the Nashoba Valley High School Budget as a separate warrant article. The Board requested that the school's superintendent appear at this year's Town Meeting to answer questions, as Town Meeting Representatives consistently have questions regarding this budget that the Business Manager is not able to answer.

Selectman Lane advised that the word "repair" has been added to Article 15-Crooked Spring Dam Feasibility Study.

Planning Board hearings on the zoning articles are scheduled to begin on March 12, 2014.

The signing of the warrant will be tabled until the next meeting, after Nashoba Valley High School Committee members have been contacted about having their superintendent appear at Town Meeting.

Carry-In Alcohol Consumption Policy/Regulations-Second Reading

The revised document reflects comments submitted by the Police Chief and Town Counsel. Chairman Hanson made note of Town Counsel's remark regarding liability to the town relative to an establishment with a BYOB policy. "While there is certainly the potential for such a suit, it would be difficult for the town to be found liable under such circumstances", and reference was made to GL c. 258 of the Massachusetts Tort Claims Act.

Motion: by Selectman Wojtas to adopt the Carry-in Alcohol Consumption Policy and regulations, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Dixon:

-There will not be a Grinder Pump Study Committee meeting tomorrow, February 25, 2014. The meeting is postponed until next Tuesday, March 4, 2014.

Approved 3/24/2014

Selectman Wojtas:

- The Volunteer Fair will be held on Saturday, March 15, 2014, at the Chelmsford Senior Center from 10:00AM-noon. Everyone is welcome, and registrations are still being accepted.
- Jimmy Quinn passed away last week. He will be greatly missed.

Selectman Lane:

- Residents were encouraged to attend the Planning Board meeting on March 12, 2014, to hear about the zoning articles for Spring Town Meeting. The public hearing will begin at 7:00PM in Room 204.

Selectman Askenburg:

No Referrals

Chairman Hanson:

- Beverly Woods of NMCOG has been asked to send a letter to FEMA in regard to the mitigation application filed on behalf of Williamsburg Condominium residents.
- There will be a regional meeting hosted by NMCOG for Boards of Selectmen and City Councils to attend to learn more about Energy Aggregation proposals.
- Office hours will be held on Thursday, at the Java Room from 5:00-6:00PM.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: March 10, 2014.

Motion: by Selectman Wojtas to adjourn this meeting at 8:52PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Proclamation for Chelmsford Scholarship Month
- Flyer for Chelmsford Health and Wellness Fair
- List of Committee Vacancies
- Letter of February 18, 2014 regarding B St. Comprehensive Permit and supporting regulatory agreement
- Supporting Documents for One Day Beer & Wine License
- Supporting documents for Rt. 110 Car Mall
- Presentation by Bay State Consultants
- Presentation by Community Choice
- Contract Extension for Ambulance Services Agreement

Approved 3/24/2014

- E-mail of February 19, 2014 regarding Snow&Ice Budget
- Annual Town Meeting Warrant
- Carry-In Alcohol Consumption policy document



BOARD OF SELECTMEN

Notice of Public Meeting

Email Posting to tsoule@townofchelmsford.us Thank you.

As required by G.L. c. 30A, §18-25

DATE: **Monday, March 10, 2014** TIME: **7:00 PM**
PLACE: **Town Offices** ADDRESS: **50 Billerica Road** ROOM: **204**

AGENDA

7:00 p.m. Call to Order – Notification of live cablecast

Public Service Announcements:

Attorney General's Regional Open Meeting Law Educational Forum on Tuesday, March 25, 6:00 - 8:00 p.m. at Police Department Training Room;

Voter Registration Deadline for the April 1, Annual Town Election is Wednesday, March 12 at 8:00 p.m. at the Town Clerk's Office; Absentee Ballot Deadline is 12:00 noon on Monday, March 31.

Open Session

Committee Vacancies

Scheduled Business

- Board of Selectmen Candidate Introductions
 - Robert Joyce
 - Joseph Ready
- One Day Beer & Wine License, Robert Joyce, Chelmsford Community Center
- Meeting with State House Legislative Delegation re: Chelmsford Legislative Issues
- Sheila Pichette, Finance Committee Chair: Formation of an OPEB Committee & Request for a Separate Town Meeting Warrant Article to Fund the Nashoba Valley Technical School District Assessment
- Linda Prescott: Placement of the North Town Hall on the National Register

Town Manager Reports

Amendment to the Chapter 40B Affordable Housing Regulatory Agreement for Chelmsford Hillside Gardens

Meeting Minutes

- a) Regular Meeting Minutes – January 27, 2014
- b) Public Input Session Minutes – February 3, 2014

Unscheduled Business

- a) Municipal Electricity Aggregation
- b) Sign Spring Annual Town Meeting Warrant

Selectmen Liaison Reports & Referrals

Press Questions

Next Regular Meeting March 24, 2014

Filed with Town Clerk:

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2014 MAR -6 AM 9:03

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

Approved 4/7/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2014 APR 14 PM 3:16

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
March 10, 2014**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

Attorney General's Regional Open Meeting Law Educational Forum on Tuesday, March 25, 6:00-8:00PM at the Police Department Training Room

Voter Registration Deadline for the April 1 Annual Town Election is Wednesday, March 12 at 8:00PM at the Town Clerk's Office; Absentee Ballot Deadline is 12:00 Noon on Monday, March 31.

Both announcements were read into the record by Chairman Hanson.

Open Session

Kathy Cryan-Hicks, Chelmsford Public Library, announced that the "This Is Chelmsford" Volunteer Fair is being held Saturday, March 15, 2014 from 10:00AM-Noon at the Senior Center. Forty-four groups are currently participating in the Fair, where people and organizations can network and recruit new members. The Fair is free, and open to everyone.

Dee Miller, for the Chelmsford Women of Today, announced there are still team slots available for their annual Spare the Violence Bowl-A-Thon being held on March 30, 2014. The fee to join is \$70.00/team, and they request sponsorships of \$50.00/bowler. The event supports Alternative House shelter.

Laurie Myers and her courthouse support dog Wena announced the Community Voices fundraising event being held on April 11, 2014 from 7:00-9:00PM at the Princeton Station. The event will include an award ceremony and gown auction.

Brian Latina, 15 Jessie Rd., explained he had applied online for a 6 foot piece of the wood from the Purple Beech Tree which was cut down in the Town Common last year. His request was denied. He was upset that someone was able to take much of the wood for \$1000.00, when he

RECEIVED
read in a newspaper story that the wood had a price of \$20.00/linear foot. He felt that the value of all the wood would have been in the vicinity of \$67,000.00 at this rate, and any bulk sale of the wood should have required Town Meeting approval, as it is an asset with a value greater than \$5,000.00. He also wished to let the Board know that he heard that a \$2,000.00 grant from Target which would have planted apple trees at a location which the Town purchased for Agricultural use, not Open Space, was also denied, and he wanted to know the reason for this denial. Chairman Hanson explained that the Conservation Agent asked the grant recipient for a plan detailing types of trees and planting locations which was never supplied. He was not aware of any denial of the grant itself. Mr. Cohen was not aware of either issue, and agreed to speak with the Conservation Agent and the TREE Committee about it.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Scheduled Business

Chairman Hanson requested that the Legislative Meeting be taken out of order, as some of the legislators had another meeting to attend. The Board agreed to the request.

Meeting with State House Legislative Delegation re: Chelmsford Legislative Issues

Representative Atkins sent written responses to correspondence that was sent to all the legislators, as she was unable to attend this meeting. Senator Mike Barrett and State Representatives Jim Arciero, Tom Golden, and Dave Nangle were present.

Senator Barrett and Rep. Golden explained that appropriations for the transportation bill still need to be put into the budget, and that less than half of the issues on the bond bill will receive appropriation; this will require communities to continue to advocate for their particular projects. Appropriation probably will not happen until after the next governor is elected.

The UMass West Campus bill is also waiting for appropriation. Chairman Hanson stressed that abutters have safety concerns after one of the buildings burned down last year.

Senator Barrett explained that OPEB reform legislation is not receiving much support in the legislature, even though it has been a priority in the House. He expects to see a re-draft in 2015 that will hopefully smooth out the "cliff effects" in the current draft.

Local aid numbers are expected by March 15. Chairman Dempsey has indicated there will be some increases. The GIC benchmark rate may actually see health insurance costs decrease by just over 1%. The delegation will continue to push for double pole legislation.

Regarding the re-opening of the Route 495 rest stops, there is a feasibility study pending for a number of rest stops throughout the state. Federal regulations prohibit allowing a business to open at these locations.

Selectman Wojtas asked how notification procedures could be improved in light of the recent train derailment in Westford. It has been historically difficult to find out what trains are carrying, and it was suggested that Congresswoman Tsongas be contacted about this.

The Brownfield's fund has been re-capitalized which will allow future funding opportunities for the Katrina Rd. site.

Selectman Lane asked the legislators if they could help expedite the FEMA mitigation grant application filed on behalf of the Williamsburg Condominium residents to address the erosion issues by the Merrimack River. The sewer line is now 19 feet from the bank of the river. Representative Nangle was aware of the application, and knew that FEMA had been contacted.

Senator Barrett thanked the Board for its excellent communication as it does help get things done.

Board of Selectmen Candidate Introductions

Robert Joyce

Mr. Joyce explained he has lived and raised his family in Town for 40 years, and provided his work experience. He has heard a demand for tax relief as a priority, and will work to ensure a good quality of life for residents. The public is invited to his campaign kickoff event being held on March 14, 2014 from 7:00-11:00PM at the North Town Hall

Joseph Ready

Mr. Ready explained he was raised and is raising his family here, and he owns a small business in Town. His goals include enhancing the revenue base, enhancing grant opportunities, and working with the school department to meet their goals. He thanked Selectman Lane for his work testifying in Boston on behalf of the Town. His campaign party will be March 16, 2014 at the Elks Hall from 4:00-7:00PM. Everyone is welcome.

One Day Beer and Wine License-Robert Joyce, Chelmsford Community Center

Mr. Joyce was present for questions. Laura Lee will be the TIPS certified server for the event.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to the North Town Hall Advisory Committee for March 14, 2014 to be exercised on the premises at 31 Princeton St. for the hours of 6:00PM-11:00PM. Seconded by Selectman Askenburg.

Motion carries, unanimous.

Sheila Pichette, Finance Committee Chair: Formation of an OPEB Committee & Request for a Separate Town Meeting Warrant Article to Fund the Nashoba Valley Technical School District Assessment

Mrs. Pichette explained the Finance Committee voted unanimously to recommend forming a subcommittee to work on issues such as funding full day kindergarten, property tax relief, and OPEB funding. The suggested composition of the group would be 2 members from each of the Board of Selectmen, Finance Committee, School Committee and 3 citizens at large.

Approved 4/7/2014

The Finance Committee also voted 6 to 1 against having a separate warrant article for the Nashoba Valley Technical High School assessment. . School representatives will be attending the next Finance Committee meeting, and Town Meeting.

Selectmen Lane supported the sub-committee concept and suggested that 2 of the citizen positions be reserved for Town Meeting Representatives, since they approve the Town's budget. Selectmen Askenburg, Chairman Hanson, and Mr. Cohen felt the scope of work was too much for a sub-committee, and these topics should be heard and discussed by the entire groups at periodic Tri-board meetings.

The Board will consider these concepts for further discussion at the next regular meeting.

Linda Prescott: Placement of the North Town Hall on the National Register

Fred Merriam spoke for Mrs. Prescott who could not be present this evening. Mr. Merriam explained that the Mass. Historic Commission is willing to submit this building for inclusion on the National Historic Register, and pay to inventory it. The building recently won an award for the restoration work that was done to it. The designation is mainly honorary and does not conflict with local initiatives. With the Board's formal support, a letter of permission would need to be sent to Betsy Freedburg at Mass. Historic to pursue the designation.

Motion: by Selectman Wojtas to support working with the Chelmsford Historic Commission to coordinate the placement of the North Town Hall building on the National Register of Historic Places, with the assistance of the Mass. Historic Commission. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Reports

Amendment to the Chapter 40B Affordable Housing Regulatory Agreement for Chelmsford Hillside Gardens

The amendments to the agreement are in regard to funding schedules, and limits the maximum sales price of the units. The new document has been approved by DHCD and Chelmsford's Community Development Office. Selectman Wojtas requested confirmation that the agreement is being approved as originally intended, as she thought the original proposal was that these units were all rental units, and if they are not then there will be a change to the Town's affordable housing inventory.

Motion: by Selectman Wojtas to approve the amended Affordable Housing Regulatory Agreement for Hillside Gardens contingent on verifying the units were not previously being held for rental. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Other Reports

Mr. Cohen is awaiting confirmation that health insurance rates will be decreasing by 1%.

Ralph Hickey has notified the Town that he will no longer be able to perform his duties as ADA Coordinator. Len Olenchak has volunteered to take over this position, which is nominal in nature.

The Town Treasurer reported that \$8,176.00 was received from the State for the Sewer Rate Relief Fund. This is an annual payment.

The Conservation Restriction for Pond St. is almost ready to be recorded. Survey work is continuing for Sunny Meadow Farm. Mr. Cohen requested guidance from the Board regarding the draft document for Sheehan Farm. The State has approved the draft, however, the Chelmsford Land Conservation Trust, which has indicated interest in holding the restriction, has indicated it does not envision and will not allow incidental uses based on their interpretation of the Town Meeting vote to acquire the property. The clause in question would allow a 10-foot unpaved perimeter around the property for public access. Selectman Lane recalled a discussion of a perimeter walk so that any crops would not be disturbed. Mr. Cohen advised that if the disagreement could not be resolved, the Town could look for another restriction holder, as the restriction is in perpetuity, and he is trying to envision potential situations where public access could be warranted, such as what used to be done with the corn maze and the Pumpkin Toss events.

Motion: by Selectman Wojtas that the Board of Selectmen support the inclusion of a 10-foot perimeter buffer around the Town-owned portion of the Sheehan Farm property described in the draft Agricultural Preservation Restriction document. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-January 27, 2014

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of January 27, 2014 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Public Input Session Meeting Minutes-February 3, 2014

Motion: by Selectman Wojtas to approve the Public Input Session Meeting Minutes of February 3, 2014 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Unscheduled Business

Municipal Electricity Aggregation

Chairman Hanson explained that a formal Town Meeting vote would be required to start the RFP process required to move forward in researching this program for Chelmsford. Consultants that appeared at a prior Board meeting have indicated they would be willing to do a similar presentation at Town Meeting if desired.

Motion: by Selectman Wojtas to approve including a warrant article for Municipal Electricity Aggregation in the Spring 2014 Town Meeting Warrant. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Nashoba Valley Technical High School Budget

The school's superintendent has indicated she will be able to attend the Finance Committee hearing and Spring Town Meeting to answer questions about the school's budget. Selectmen

Approved 4/7/2014

Askenburg and Wojtas supported keeping this item as a separate warrant article in case the night the article is to be heard is changed due to unforeseen circumstances. Selectman Dixon supported a separate article to give the school a chance to showcase the great work it is doing. Selectman Lane supported the separate article as Town Meeting Representatives have taken exception to the lack of their questions being answered in the past. Selectman Askenburg suggested that the Finance Committee make the Nashoba presentation available online so that people can review it and prepare their questions prior to Town Meeting.

Sign Spring Annual Town Meeting Warrant

Motion: by Selectman Wojtas to sign the Spring 2014 Town Meeting and Annual Town Election Warrant, to include the article on Municipal Electricity Aggregation and keeping the Nashoba Valley Budget as a separate warrant article. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Lane:

-Participants of the Boy Scouts' Blue & Gold Celebration on February 28, 2014 were congratulated for their achievement.

Selectman Askenburg:

-The Chelmsford High School Marching Band was congratulated for being chosen to attend the July 4th National Independence Day Parade in Washington, DC next year.

-Peter Pedulla has requested another month to work on the digitalizing project for the Town's meeting tapes.

Selectman Dixon:

-There was a nice ceremony for the Dennis Ready Dedication of Room 204 of the Town Offices.

-The High School Boosters event turnout went very well and there were a lot of great donations.

-Colin Lane was congratulated for winning second place in the Boy Scouts Pinewood Derby.

Selectman Wojtas:

-William Cassels and Jeffrey You were congratulated for achieving Eagle Scout status.

-On March 14, 2014 there will be a discussion about sundials at the Library.

Chairman Hanson:

-The Volunteer Fair is being held Saturday, March 15, 2014 from 10AM-Noon

-Attendees were thanked for attending the ceremony for Dennis Ready.

-Board members were asked to contact him regarding their participation in the CWOT Bowl-A-Thon.

-Office hours will be held on Thursday, at the Java Room, from 5:00-6:00PM.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Approved 4/7/2014

Next Regular Meeting: March 24, 2014.

Motion: by Selectman Wojtas to adjourn this meeting at 9:12PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- List of Committee Vacancies
- Supporting Documents for One Day Beer & Wine License
- E-message of March 6, 2014 regarding the Regulatory Agreement for Hillside Gardens
- Spring Annual Town Meeting Warrant
- Draft Meeting Minutes



BOARD OF SELECTMEN MEETING AGENDA

Monday, March 24, 2014
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED

2014 MAR 20 PM 1:56

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Absentee Ballot Deadline for the April 1, Annual Town Election is 12:00 noon on Monday, March 31.

3. OPEN SESSION

4. COMMITTEE VACANCIES

- CIVIC Committee (1) 3 year term
- Commission on Disabilities (1) unexpired 3 year term ending 6/30/2015
- Council on Aging (1) unexpired 3 year term ending 6/30/2015
- Cultural Council (3) 3 year terms
- Energy Conservation Committee (1) unexpired 3 year term ending 6/30/2014
- Historic District Commission (1) unexpired 3 year term ending 6/30/2015
- Land Management Subcommittee (2) 2 year term ending 6/30/2015
- Military Community Covenant Task Force (1) 3 year term
- Sign Advisory Committee (1) 3 year term

Documents: COMMITTEE VACANCIES PDF

5. SCHEDULED BUSINESS

7:00 PM Joint Meeting w/ Board of Selectmen & School Committee

Officiated by the Town Moderator for the purpose of appointing one member to the Nashoba Valley Regional School Committee

- One Day Beer & Wine License, Knights of Columbus at St. John the Evangelist Church, April 6, 2014
- Roadside Vendor License - Edgar Turner, 8 Parkerville Road, from 4/15/14 - 10/31/14

Documents: SCHEDULED BUSINESS PDF, ONE DAY LICENSE PDF, ROADSIDE VENDOR PDF

6. TOWN MANAGER REPORTS

- Regional Emergency Communication Center
- Glenview Landfill Stockpile Plan
- Subsidized Housing Inventory Biennial Update

Documents: REGIONAL EMERGENCY COMMUNICATION CENTER PDF, GLENVIEW LANDFILL STOCKPILE PDF, SUBSIDIZED HOUSING INVENTORY BIENNIAL UPDATE PDF

RECEIVED

30 MAR 59 PM 1:28

TOWN OF
BROOK

7. MEETING MINUTES

- Regular Meeting Minutes - February 10, 2014
- Regular Meeting Minutes - February 24, 2014

Documents: 210 14 BOS MINUTES TO BOS PDF, 2014 BOS MINUTES TO BOS PDF

8. UNSCHEDULED BUSINESS

- Upcoming BOS Meeting Schedule
- Continued discussion pertaining to the formation of a Committee to address major fiscal challenges

Documents: BOS MEETING SCHEDULE PDF

9. SELECTMEN LIAISON REPORTS & REFERRALS

10. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: APRIL 7, 2014

RECEIVED
2014 MAR 20 PM 1:56
TOWN OF CHELMSFORD
ORORINA Z. MALONEY
TOWN CLERK

PRO-20
LAWYER
WILLIAM
CH. 1:28
RECEIVED

Approved 6/16/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
March 24, 2014**

RECEIVED

2014 JUN 17 AM 10:55

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice-Chairman
Janet Askenburg, Clerk
James Lane, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Hanson called the meeting to order at 7:00 PM.

Public Service Announcements

Absentee Ballot Deadline for the April 1, 2014 Annual Town Election is 12:00 p.m. on Monday, March 31, 2014.

Notice was provided by Chairman Hanson.

Open Session

Lynn Gollands, 22 Footpath Rd., announced the Walk for Hunger will be held on April 5, 2014. The walk will take place in Westford and Chelmsford, and she requested people spread the word in order to attract a larger turnout.

Committee Vacancies

Selectman Wojtas read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Scheduled Business

Joint Meeting with Board of Selectmen and School Committee

Officiated by Town Moderator Richard DeFreitas, for the purpose of appointing one member to the Nashoba Valley Regional School Committee.

School Committee Members Present: Evelyn Thoren, Nicholas DeSilvio, Barbara Skaar, Michael Rigney, Al Thomas.

The meeting was called to order at 7:09 by Town Moderator DeFreitas. Final votes will be roll called.

Motion: by Selectman Dixon to nominate Sam Poulten for the Nashoba Valley Regional School Committee. Seconded by Selectman Askenburg.

There being no more nominations, requests for nominations was closed.

Mr. Poulten, 16 Berkeley Dr., provided handout materials for attendees. He wished to continue this appointment as he enjoys it. Selectman Wojtas asked when Nashoba School Committee meetings would be televised. Mr. Poulten explained a number of options were researched and Westford Telemedia has refused to do it based on the length of recording allowed in their bylaws. He is willing to look into having Chelmsford Telemedia do the recording, but it may cause a conflict with the Westford Telemedia contract. Selectman Askenburg asked Mr. Poulten to highlight accomplishments and challenges for his prior term and next three years. Mr. Poulten noted that Chelmsford's enrollment has grown by 30%, the curriculum offers a variety of paths, including college, Lowell 5 Cent Savings bank has a branch there, and the district was expanded to allow Ayer which enabled them to work on their sports fields, concession stand, bleachers, track and tennis court. They are continuing to revitalize their empty buildings, and have created partnerships with UMass Lowell and Middlesex Community College. Challenges include trying to stay close to minimum budget requirements while Chapter 70 aid is being reduced. They look for grants wherever possible. He estimates the cost for Chelmsford will be \$77,000.00 over minimum this year, which is a \$6,000. increase from last year, with 19 new Chelmsford students. Their "rainy day" fund has about \$200,000.00 in it, and is set aside for emergency situations.

The staff has taken workshops on PARCC and the curriculum has been adjusted as needed. The school enjoys high MCAS scores, and a low drop-out rate.

Each community can send project requests. In the past they've made desks, sheds, and fire station furnishings. Their Horticulture Club has supported the Veterans Memorial Park with plantings and clean-up.

Moderator DeFreitas asked for a roll call vote in support of appointing Mr. Poulten to the Nashoba Valley Technical High School Committee:

Chairman Hanson: Aye

Selectman Askenburg: Aye

Selectman Wojtas: Aye

Selectman Lane: Aye

Selectman Dixon: Aye

Mr. Rigney: Aye

Mrs. Thoren: Aye

Ms. Skaar: Aye

Mr. Thomas: Aye

Mr. DeSilvio: Aye.

Moderator DeFreitas advised that since the vote was unanimous, no Motion was needed. The Joint Meeting was adjourned at 7:35.

One Day Beer and Wine License, Knights of Columbus at St. John the Evangelist Church, April 6, 2014

Adam Heroux, 37 Hawthorne St., Lowell explained the request for the license is being made for a private 28th anniversary dinner for the Knights of Columbus. About 60 people are expected to attend.

Motion: by Selectman Wojtas to approve a One Day Beer and Wine License to the Knights of Columbus for April 6, 2014 for the hours of 5:00PM-10:00PM, to be exercised on the premises at St. John the Evangelist Church, 115 Middlesex St. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Roadside Vendor License-Edgar Turner, 8 Parkerville Rd., from April 15, 2014-October 31, 2014.

Mr. Turner explained he would like to include crafts in this year's offerings, and he will send in a corrected application.

Motion: by Selectman Wojtas to approve a Roadside Vendor License to Edgar Turner, Jr. to be exercised on the premises at 8 Parkerville Rd., for the sale of vegetables, fruit, herbs, plants, flowers and hand crafted products from April 15, 2014-October 31, 2014 for the hours of 10:00AM-6:00PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Town Manager Reports

Regional Emergency Communication Center

The implementation study has been completed; NMCOG is now seeking additional grant funding for further study to refine the cost estimates, to include mobile calls and text messages into the 911 system. There is a potential for locating a facility at the UMass Lowell West Campus. This study should be completed in a year.

Glenview Landfill Stockpile Plan

Renderings of the site have not been supplied as requested; the applicant has been reminded to submit them. DEP is very supportive of the project, and the City of Lowell has not finalized their approval to date. All of the truck traffic will be on Drum Hill Rd. The first \$100,000 of the outstanding tax bill will be paid at the start of this project, with the balance paid within 18 months.

Selectman Askenburg asked if local businesses had been notified of this project, and it is believed that no formal notification was provided to them. She was concerned that the applicant could apply for additional fill materials which could be toxic to the water supply. She will send letters to local businesses on her own. DEP will be in charge of monitoring and enforcement of violations. The project is expected to be completed by July, 2016. Chairman Hanson agreed to draft a letter on behalf of the Board which will be reviewed at the Board's re-organization meeting.

Subsidized Housing Inventory Biennial Update

The inventory shows that Chelmsford has 1,064 units of subsidized affordable housing, which is 7.74% of the total of 13,741 units in Town. The State 40B law requires that 10% of all units fall in this category.

Meeting Minutes

Regular Meeting Minutes-February 10, 2014

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of February 10, 2014 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Regular Meeting Minutes-February 24, 2014

Motion: by Selectman Wojtas to approve the Regular Meeting Minutes of February 24, 2014 as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Unscheduled Business

Upcoming BOS Meeting Schedule

The tentative schedule was provided for review, and can be adjusted as needed.

Continued discussion pertaining to the formation of a Committee to address major fiscal challenges.

Selectman Askenburg spoke on behalf of the School Committee, and they have indicated their preference is to have the full tri-board group discuss major issues rather than a sub-committee. Further discussion and a vote are tabled to a future meeting.

Selectmen Liaison Reports and Referrals

Selectman Dixon:

-Selectman Lane was thanked for his past service.

Selectman Wojtas:

-The Military Community Covenant will host a reception at the Elks on April 10, 2014 starting at 6:30PM in recognition of Purple Heart Recipients.

-The next book drop-off at the Library will be from (9:00AM-12:00PM) on March 29, 2014.

-The author of "The Art Forger" will be at the McCarthy Middle School on April 13, 2014 at 2:00PM. Pre-registration is required for this event.

-A discussion about the Chelmsford Now website will be held on March 27, 2014.

-The recent Hall of Fame inductees were congratulated for their achievement.

-Residents were thanked for returning their surveys that were sent with the census forms. Results are being hand-tabulated and results will be forthcoming.

Chairman Hanson:

-Selectman Dixon was congratulated for a great speech at the Hall of Fame Induction Ceremony.

-Office hours will be held on Thursday, at the Java room from 5:00-6:00PM.

-It has been a pleasure working with Selectman Lane.

Selectman Askenburg:

-Selectman Lane was thanked for his work.

-CPAL Deck hockey registration is open and can be done from their website. The season will begin on April 28, 2014.

-Mr. Cohen was asked how e-mails are sent to Board of Appeals members who do not have an e-mail account. Mr. Cohen explained there were a large number of identical messages sent to Evan

Approved 6/16/2014

Belansky, who forwarded them to the Board members. Additional large groups of e-mails have been handled the same way. He was not sure why the e-mails were not sent to the Board members directly. The message in all of the emails is exactly the same, and there were over a hundred of them. The Town Manager tabulated the number of unique email addresses and provided that number to Evan Belansky.

-The DPW was thanked for working on repairing the potholes throughout the Town.

-Chairman Hanson was asked why the agenda item on the draft agenda regarding Sheehan Farm was removed from the final agenda. Chairman Hanson advised that future discussion will be held between the Chelmsford Land Trust, the Community Preservation Committee, the Board of Selectmen, and the Parlee family at the April 16th meeting of the Community Preservation Committee.

Selectman Lane:

-It has been a pleasure working everyone during his tenure as Selectman. He encouraged residents to try it, as it was a rewarding experience.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: April 7, 2014.

Motion: by Selectman Wojtas to adjourn this meeting at 8:25PM. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Flyer for the 32nd annual Walk for Hunger
- List of Committee Vacancies
- Supporting Documents for One Day Beer & Wine License
- Supporting documents for Roadside Vendor License
- Letter of March 11, 2014 regarding Regional Dispatch Call Center Grant Opportunity
- Mass DEP letter received March 11, 2014 regarding Glenview Landfill
- Memo of February 21, 2014 regarding DHCD Housing Inventory
- Committee Application
- Draft Minutes
- BOS Meeting Schedule



BOARD OF SELECTMEN MEETING AGENDA

April 2, 2014

Town Offices, 50 Billerica Road

Chelmsford, MA 01824

Dennis Ready Meeting Room 204

RECEIVED

2014 MAR 25 PM 3:30

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. CALL TO ORDER - 6:00 PM

- ELECTION OF OFFICERS
- REVIEW LETTER RE: GLENVIEW SAND & GRAVEL
- ONE DAY ALL ALCOHOL LICENSE, WESTFORD EDUCATION FOUNDATION,
APRIL 2, 2014, ST. VARTANANTZ CHURCH

NEXT REGULAR MEETING DATE: APRIL 7, 2014

ADJOURN

Documents: ONE-DAY-LICENSE.PDF

RECEIVED

MAR 22 PM 3:30

TOWN OF

Approved 4/14/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED
2014 APR 17 PM 12:46
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Reorganization Meeting MINUTES
April 2, 2014**

Attending:

Matthew Hanson, Chairman
Patricia Wojtas, Vice Chairman
Janet Askenburg, Clerk
George Dixon, Selectman
Robert Joyce, Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, MA.

Chairman Hanson called the meeting to order at 6:00 PM.

Reorganization

Election of Chairman

Chairman Hanson opened the floor for nominations for Chairman.

Motion: by Selectman Dixon to nominate Selectman Wojtas as Chairman. Seconded by Selectman Askenburg. No other nominations were made.

Motion: by Selectman Wojtas to close the nominations for Chairman. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Chairman Hanson asked for a vote for Selectman Wojtas as Chairman. Vote was unanimous in favor.

Chairman Wojtas took over the meeting at this time.

Election of Vice Chairman

Chairman Wojtas opened the floor for nominations for Vice Chairman.

Motion: by Selectman Joyce to nominate Selectman Askenburg as Vice Chairman. Seconded by Selectman Dixon. No other nominations were made.

Motion: by Selectman Hanson to close the nominations for Vice Chairman. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Approved 4/14/2014

Chairman Wojtas asked for a vote for Selectman Askenburg as Vice Chairman. Vote was unanimous in favor.

Election of Clerk

Chairman Wojtas opened the floor for nominations for Clerk.

Motion: by Selectman Askenburg to nominate Selectman Joyce as Clerk. Seconded by Selectman Hanson. No other nominations were made.

Motion: by Selectman Hanson to close the nominations for Clerk. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Chairman Wojtas asked for a vote for Selectman Joyce as Clerk. Vote was unanimous in favor.

One Day All Alcohol License

Eileen Hayes was present to represent the Westford Education Foundation, requesting a One Day All Alcohol License.

Motion: by Selectman Askenburg to approve a One Day All Alcohol License for the Westford Education Foundation for April 5, 2014, to be exercised on the premises of Sts. Vartanantz Armenian Church, 180 Old Westford Road, from 6:30PM to 12:00AM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Glenview Landfill letter to DEP

The draft letter addressing concerns with the proposed project at the Glenview Landfill was reviewed, with edits suggested.

Motion: by Selectman Askenburg to submit the letter to DEP, with discretionary edits as appropriate. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Adjournment

Motion: by Selectman Askenburg to adjourn at 6:10PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Respectfully Submitted,
Pat Wojtas

List of Reference Documents:

- Application for One Day All Alcohol License
- Draft letter to MassDEP



BOARD OF SELECTMEN MEETING AGENDA

April 7, 2014

Town Offices, 50 Billerica Road

Chelmsford, MA 01824

Dennis Ready Meeting Room 204

RECEIVED

2014 APR -3 PM 3:45

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Ralph Hickey - Proclamation
- Jim Curley - Minuteman March
- Military Community Covenant Purple Heart Event - April 10, 2014
- Parade Committee - Announcement of Parade Marshall

Documents: MCC EVENT 4-10-14.PDF, PROCLAMATION RALPH HICKEY.PDF

3. OPEN SESSION

4. COMMITTEE VACANCIES

- Bicycle & Pedestrian Advisory Committee
(1) *unexpired 3 year term ending 6/30/2016*
- CIVIC Committee (1) *3 year term*
- Community Action Program (1) *unexpired 1 year term ending 6/30/2014*
- Council on Aging (1) *unexpired 3 year term ending 6/30/2015*
- Cultural Council (3) *3 year terms*
- Energy Conservation Committee (1) *unexpired 3 year term ending 6/30/2014*
- Land Management Subcommittee (2) *2 year term ending 6/30/2015*
- Sign Advisory Committee (1) *3 year term*

Documents: COMMITTEE VACANCIES.PDF

5. SCHEDULED BUSINESS

- Don Peterson - 911 Memorial Committee
- Tom Gilroy - Grinder Pump Study Committee Report

7:45 PM - POLE PETITION - Acton Road

Documents: 911 MEMORIAL.PDF, GRINDER PUMP BOG FINAL REPORT.PDF,
GRINDER PUMP PRESENTATION 04072014.PDF, POLEPETITION.PDF

6. TOWN MANAGER REPORTS

- 2014 Goals Update
- Underground Utility Project - Utility Financial Report
- Chapter 90 Funding

Documents: GOALS STATUS REPORT - APRIL 2014.PDF,
UTILITYFINANCIALREPORT.PDF, CH90.PDF

7. APPOINTMENTS

- Historic District Commission
- Commission on Disabilities
- BOS NMCOC Representative

Documents: HOC-APP-LAME.PDF, COD-APP-TURNER.PDF

8. MEETING MINUTES

- Regular Meeting Minutes - March 10, 2014

Documents: 3-10-2014 BOS MINUTES - TD BOS.PDF

9. UNSCHEDULED BUSINESS

- Vote on Annual Town Meeting Warrant Articles

Documents: 2014 STM LIST OF WARRANT ARTICLES.PDF, BUDGET ADJUSTMENTS - ARTICLE 2 2014 SATM.PDF, INCLUSIONARY HOUSING BYLAW- TC VERSION REV 12).PDF, 2014 STM WARRANT.PDF, FY15BUDGET.PDF, SEWERENTERPRISE.PDF

10. SELECTMEN LIAISON REPORTS & REFERRALS

11. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: April 14, 2014

RECEIVED

2014 APR -3 PM 3:45

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

RECEIVED

2017-08-08 PM 1:12

1

Approved 7/28/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
April 7, 2014**

RECEIVED
2014 AUG -6 PM 3:28
TOWN OF CHELMSFORD
ONORINA E. HANCOCK
TOWN CLERK

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice-Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM. She introduced herself as Chairman, Janet Askenburg as Vice-Chairman, and Bob Joyce as Clerk.

Selectman Joyce thanked the public for electing him to this board. A gavel and plaque were presented to Selectman Hanson for his past service as Chairman.

Public Service Announcements

Ralph Hickey-Proclamation

The proclamation was read by Selectman Askenburg. Mr. Hickey thanked the board and the Town Manager for their assistance over the years, and recalled several stories.

Jim Curley-Minuteman March

Mr. Curley announced this traditional re-enactment of a march to North Bridge will take place on April 21, starting at 4:00AM. Everyone is invited to join them. Boy Scouts who participate in this event receive a patch.

Military Community Covenant Purple Heart Event-April 10, 2014

Jim Curley invited the public to attend this event at the Elks. It will start at 6:00PM. Chelmsford will be officially designated as a Purple Heart Community, and all local Purple Heart recipients will be recognized.

Parade Committee-Announcement of Parade Marshal

Lynn Marcella announced Summer Banners are still available for \$500.00, and will be hung soon. Annual raffle tickets will be arriving in May. Leonard Doolan will be this year's Parade Marshal. Mr. Doolan's accomplishments and past awards were listed. Mr. Doolan was present and thanked the Committee for this honor. He also urged the public to participate in a blood drive at the Elks being held on April 24, 2014.

Open Session

Peggy Dunn, Library Trustee, announced that Barbara Shapiro, author of this year's One Book selection will be at the McCarthy Middle School for a presentation on April 13, 2014. There is a selection of painted scenes from the book available for viewing at the library.

Maria Karafelis, Precinct 2 Town Meeting Representative, requested that more meetings at Town Offices be televised for residents' benefits. Chairman Wojtas agreed this could be discussed with Chelmsford Telemedia during contract renewal negotiations with cable providers. Mr. Cohen advised that the cost to record more meetings may be prohibitive.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Chairman Wojtas announced that there is a vacancy on the Planning Board. A joint meeting with that Board will be held in May to fill that vacancy.

Scheduled Business

Don Peterson-9/11 Memorial Committee

Mr. Petersen thanked all the residents that have stopped by the fire station to offer condolences and donations in memory of the 2 Boston firefighters that recently lost their lives in the line of duty.

Mr. Petersen went on to explain that a 9/11 Memorial will be installed as part of the new Center Fire Station. The proposed location, rendering, and plans for the memorial were shown. Donors were listed and thanked. More information is available on a pamphlet, including donation locations.

Tom Gilroy-Grinder Pump Study Committee Report

Chairman Wojtas and Selectman Hanson recused themselves from this discussion. Selectman Askenburg conducted this part of the meeting.

Mr. Gilroy listed and thanked the members of the Committee, as well as resource people that spoke or provided information in their research. All meetings were televised, and the group's mission was read into the record. The study focused on duplex and single family residences. There are 11,500 of this type of dwellings within Chelmsford, of which 525 have grinder pumps. The Town spent \$2.7 million to buy and install the grinder pumps. Statistics were read into the record. The proposed recommendation by the Committee is to assess a \$25.00 annual fee to every household to support grinder pump repair/replacement. The funds will be managed through the Sewer Enterprise Fund. The Town will pay for each existing pump to be evaluated by an independent contractor. It was strongly recommended that homeowners with grinder pumps purchase a generator for use during power outages so the pumps can continue to operate.

Article 25 of the Spring Town Meeting Warrant would amend the Town's bylaw regarding sewerage treatment to mirror the committee's recommendations.

Chairman Wojtas and Selectman Hanson rejoined the meeting.

Pole Petition-Acton Rd.

John Butler spoke on behalf of National Grid to request that 2 support poles be installed for pole numbers 62 and 63, which were recently replaced and are currently installed along an embankment by drainage swales. It was noted that both those poles currently have a new pole installed next to them. Mr. Butler agreed to look into which tenants are still connected to the old poles and find out what the status of their transfers are.

Audience comments:

Approved 7/28/2014

Mary Reese, 222 Acton Rd., requested that the proposed location of one of the support poles be moved so that it is not next to her fence which she is planning to repair. She also believed the second pole will be installed on her property, not in the right of way as National Grid believes. Mr. Butler agreed to have a representative visit with her to confirm the boundaries and locations of the support poles.

Motion: by Selectman Askenburg to continue the Pole Petition for Acton Rd. to May 5, 2014 at 7:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Town Manager Reports

2014 Goals Update

A written update was provided to the board for review. Selectman Joyce asked if details of income from the Chelmsford Center for the Arts and the Chelmsford Community Center were available. He will contact the directors of the organizations directly to learn more about how they operate. Selectman Askenburg asked if another Public Input session should be scheduled in order to meet that goal. Chairman Wojtas noted that poor attendance at the sessions seems to indicate there is no need. Selectman Hanson requested that a session be scheduled for the Fall.

Underground Utility Project-Utility Financial Report

Mr. Cohen announced that the most recent reports from Verizon and National Grid have been received and are available for review. In summary, National Grid has funding available for more work, but Verizon still has a deficit of \$560,000.00, which may take up to 4 years to pay off. They will not be ready to undertake any more work on this project until more money becomes available from their surcharges.

Chapter 90 Funding

The State has issued a letter that \$1.2 million in funding from this legislation is coming to Chelmsford, which is less than expected.

Appointments

Historic District Commission

Motion: by Selectman Askenburg to approve the Town Manager's appointment of James Lane to the Historic District Commission for a term to expire June 30, 2015. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Commission on Disabilities

Motion: by Selectman Askenburg to approve the Town Manager's appointment of Edgar Turner, Jr. to the Commission on Disabilities for a term to expire June 30, 2016. Seconded by Selectman Joyce. **Motion carries, unanimous.**

BOS NMCOC Representative

Chairman Wojtas suggested that Selectman Hanson be re-appointed to this organization, as he is the Chairman of that Board.

Motion: by Selectman Askenburg to nominate Selectman Hanson to be the Board's representative to the Northern Middlesex Council of Governments. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-March 10, 2014

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of March 10, 2014, as presented. Seconded by Selectman Joyce. Mr. Joyce abstained, all others in favor. **Motion carries.**

Unscheduled Business

Vote on Annual Town Meeting Warrant Articles

Article 1-Reports of Town Officers and Committees do not need a formal vote.

Article 2-Amend Fiscal Year 2014 Operating Budget.

Mr. Cohen outlined the requested adjustments.

Motion: by Selectman Askenburg to recommend approval of Article 2, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 3-Nashoba Valley Technical School District-Roof Replacement.

Selectman Askenburg advised that she had filed with the Town Clerk as a potential Conflict of Interest because her son attends this school. She feels this will not impact her ability to make decisions regarding the school.

Motion: by Selectman Askenburg to recommend approval of Article 3, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 4-Nashoba Valley Technical School District-FY15 Assessment.

Selectman Askenburg advised that she had filed with the Town Clerk as a potential Conflict of Interest because her son attends this school. She feels this will not impact her ability to make decisions regarding the school.

Motion: by Selectman Askenburg to recommend approval of Article 4, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 5-Fiscal Year 2015 Operating Budget.

Mr. Cohen acknowledged the budget is not balanced due to OPEB funding being included within the budget, as opposed to waiting to fund it by relying on Free Cash. It is expected that there will still be about \$1.3 million in Free Cash once the budget is certified in September. Under State regulations, the budget is not required to be balanced until the annual tax rate is set in the fall. Selectman Askenburg advised she would feel more comfortable making the customary Free Cash transfer in the Fall as opposed to presenting an unbalanced budget to Town Meeting in the Spring. Mr. Cohen explained the need to fund recurring expenses with recurring revenues, and this method will reflect the OPEB obligation as a real cost.

Motion: by Selectman Hanson to recommend approval of Article 5, as presented. Seconded by Selectman Dixon. Selectmen Askenburg and Joyce opposed, all others in favor **Motion carries.**

Article 6-Fiscal Year 2015 Sewer Enterprise Operating Budget.

Motion: by Selectman Askenburg to recommend approval of Article 6, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 7-Fiscal Year 2015 Golf Course Enterprise Operating Budget.

Motion: by Selectman Askenburg to recommend approval of Article 7, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 8-Finance Committee Reserve Fund.

Selectman Joyce felt the amount in this fund is too high and some items paid out of the fund are not emergency items.

Motion: by Selectman Askenburg to recommend approval of Article 8, as presented. Seconded by Selectman Hanson. Selectman Joyce opposed, all others in favor. **Motion carries.**

Article 9-Funding for Collective Bargaining Agreements.

No action was taken on this article, as there are no agreements to fund at this time.

Article 10-Annual Authorization of Departmental Revolving Funds.

Motion: by Selectman Askenburg to recommend approval of Article 10, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 11-Fiscal Year 2015 Capital Budget.

It was noted that 2 members of the Finance Committee opposed this article as they did not support the recapturing process as presented.

Motion: by Selectman Askenburg to recommend approval of Article 11, as presented. Seconded by Selectman Hanson. Selectman Joyce opposed, all others in favor. **Motion carries.**

Article 12-Cemetery Improvement and Development Fund.

Motion: by Selectman Askenburg to recommend approval of Article 12, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 13-Community Action Program Fund.

Selectman Hanson suggested this Committee make an annual presentation to the Board.

Motion: by Selectman Askenburg to recommend approval of Article 13, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 14-Community Preservation Fund: FY15 Debt Service, Admin. Expenses & Reserves.

The School Dept. will be asked to make a presentation regarding utilization of the Turf fields.

Motion: by Selectman Askenburg to recommend approval of Article 14, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 15-Community Preservation Fund: Rescind Unexpended Appropriations.

Motion: by Selectman Askenburg to recommend approval of Article 15, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Approved 7/28/2014

Article 16-Community Preservation Fund: Feasibility Study for Repair, Replacement or Removal of Crooked Spring Dam.

Motion: by Selectman Askenburg to recommend approval of Article 16, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 17-Community Preservation Fund: Inventory of Historic Properties.

Motion: by Selectman Askenburg to recommend approval of Article 17, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 18-Community Preservation Fund: Signage for Historic Areas.

Motion: by Selectman Askenburg to recommend approval of Article 18, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 19-Community Preservation Fund: Recreational Capital Improvement Fund.

Motion: by Selectman Askenburg to recommend approval of Article 19, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 20-General Bylaw: Amend Animal Control Bylaw.

This will cover additional updates that will make the town's bylaw mirror the State legislation. License fees were addressed last year. This year other fees are being addressed. Selectman Dixon requested an update regarding the Kopacz matter, as constituents are concerned. He was advised the matter is being addressed by the court system.

Motion: by Selectman Askenburg to recommend approval of Article 20, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 21-Zoning Bylaw: Inclusionary Housing.

This matter will be tabled until the Planning Board makes its recommendation.

Community Development Director Evan Belansky explained this will apply to rental and ownership projects that are not single family homes, and will require the developer to provide more affordable units in a project in consideration of other concessions.

Article 22-Zoning Bylaw: Amend Floodplain District.

This is a housekeeping article that will allow Chelmsford to continue participating in the program. The new maps will become effective July 1, 2014. The 12 map panels can be reviewed at Town Offices, or viewed on the FEMA website.

Motion: by Selectman Askenburg to recommend approval of Article 22, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 23-Zoning Bylaw: Village Center Overlay District.

Mr. Belansky explained this will address existing zoning deficiencies in this area of Town without changing the underlying zoning. Vote will be tabled until the Planning Board completes its recommendation

Approved 7/28/2014

Article 24-Drainage Easements: 5 Bailey Terrace & 7 Oak Knoll Avenue.

Motion: by Selectman Askenburg to recommend approval of Article 24, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 25-Citizen Petition: Grinder Pumps.
Recommendation tabled.

Article 26-Citizen Petition: Residential Grinder Pumps and Pump Houses that Service Four or More Family Units.
Recommendation tabled.

Article 27-Municipal Electricity Aggregation.
This will initiate the process to develop a program to include residents in an energy aggregation program.

Motion: by Selectman Askenburg to recommend approval of Article 27, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Dixon:

-The passing of Marianne Paresky was acknowledged. Ms. Paresky was a very active Town Meeting Representative, and will be missed by many.

Selectman Hanson:

-The Energy Conservation Commission is continuing its work.
- Office hours will be held on Thursday, at the Java Room from 5:00-6:00PM.

Selectman Askenburg:

-The Community Read-In at the public schools will be held from April 14-17, 2014. Residents were encouraged to volunteer.
-An update and cost accounting for pending litigation cases was requested from Town Counsel. Mr. Cohen will coordinate.

Selectman Joyce:

-Ms. Paresky will be missed by many.
-Residents were thanked for coming out to vote, and it is hoped that more interest is shown in future elections.
-A location and time for office hours is still being developed.

Chairman Wojtas:

-The Town-wide Clean-up will be held on April 26, 2014. Materials can be obtained via the Solid Waste Office.

Press Questions

Molly Loughman of the Chelmsford Independent verified that Articles 9, 21, 23, 25, and 26 of the Town Meeting Warrant received no action this evening. She requested a copy of Mr. Belansky's presentation regarding the zoning articles, which is available on the Town's web site.

Executive Session

Executive Session was not needed this evening.

Approved 7/28/2014

Next Regular Meeting: April 14, 2014.

Motion: by Selectman Askenburg to adjourn this meeting at 9:45PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Proclamation for Ralph B. Hickey
- Purple Heart Community designation event flyer
- List of Committee Vacancies
- Presentation of the 9/11 Memorial
- Grinder Pump Study Committee Final Report
- Memo and supporting documents for Acton Rd. Pole Petition
- FY2014 BOS/Town Manager Goals Update
- Status of underground utilities funding
- Letter announcing Chapter 90 funding
- Committee applications
- Draft Minutes
- Spring 2014 Spring Annual Town Meeting List of Warrant Articles and supporting documents

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BOARD OF SELECTMEN MEETING AGENDA

April 14, 2014

Town Offices, 50 Billerica Road

Chelmsford, MA 01824

Dennis Ready Meeting Room 204

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. **CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST**

2. **PUBLIC SERVICE ANNOUNCEMENTS**

- Arbor Day Proclamation

Kate Crawford - Chelmsford Garden Club

Allison LeFlore - Conservation Commission

Documents: **ARBOR DAY PROCLAMATION.PDF**

3. **OPEN SESSION**

4. **COMMITTEE VACANCIES**

- **Bicycle & Pedestrian Advisory Committee** (1) unexpired 3 year term ending 6/30/2016
- **CIVIC Committee** (1) 3 year term
- **Community Action Program** (1) unexpired 1 year term ending 6/30/2014
- **Council on Aging** (1) unexpired 3 year term ending 6/30/2015
- **Cultural Council** (2) 3 year terms
- **Energy Conservation Committee** (1) unexpired 3 year term ending 6/30/2014
- **Land Management Subcommittee** (2) 2 year term ending 6/30/2015
- **Sign Advisory Committee** (1) 3 year term

Documents: **COMMITTEE VACANCIES.PDF**

5. **LICENSES**

- One Day Beer & Wines Licenses - CCA, 4/17, 4/24, 5/1, 5/8, 5/15
- One Day Beer & Wine License - Budget Buddies, CCA, 5/16
- One Day Beer & Wine License - Eastern Bank, 17 North Rd, 5/6
- Transfer of Owner / Change of Name - 83 Parkhurst Rd. from Timbo's Restaurant to Lu's Kitchen

Documents: **ONE-DAY-CCA.PDF, ONE-DAY-BUDGET-BUDDIES-05-16-2014.PDF, ONE-DAY-EASTERN-BANK-05-6-2014.PDF, CV-LUS-KITCHEN.PDF**

6. **REPORTS & PRESENTATIONS**

- Tricia Dzuris - Community Action Program Update
- Darlene Lussier - FY14 Budget Update

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Documents: CAP_LIST_OF_PROJECTS.PDF, FY14 BUDGET UPDATE 4 14 14.PDF

7. TOWN MANAGER BID AWARDS

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

- John Sousa -FY14 Financial Audit Services Bid Award

Documents: MEMO AUDITOR AWARD 4 14 14.PDF, POWERS-SULLIVAN PROPOSAL.PDF

8. TOWN MANAGER REPORTS

- Chelmsford Country Club Opening Ceremony - April 26, 2014 at 12:00 PM
- Mass DEP Administration Consent Order - Glenview Landfill

Documents: GLENVIEW LF-CHARTER ACO.PDF, GLENVIEW LF-SANDBANKS ACO.PDF

9. APPOINTMENTS

- Cultural Council - Linda Norton, 3 year term exp 6/30/2017

Documents: CULTURAL-COUNCIL-APP-NORTON.PDF

10. MEETING MINUTES

- Reorganization Meeting Minutes - April 2, 2014

Documents: BOS 4-2-14_REORG.PDF

11. TOWN MEETING WARRANT ARTICLES

- Vote on Balance of Town Meeting Warrant Articles

Documents: 2014 STM LIST OF WARRANT ARTICLES.PDF, 2014 SPRING ANNUAL TOWN MEETING MOTIONS.PDF

12. SELECTMEN LIAISON ASSIGNMENTS

Documents: BOS_LIAISON_ASSIGNMENTS_2014.PDF

13. SELECTMEN LIAISON REPORTS & REFERRALS

14. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: May 5, 2014

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TO: [illegible]
FROM: [illegible]

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Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

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TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
April 14, 2014**

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice-Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM.

Public Service Announcements

Arbor Day Proclamation-Kate Crawford-Chelmsford Garden Club and Alison LeFlore-Conservation Commission

The proclamation was read by Selectman Askenburg and accepted by Ms. Crawford. Ms. Crawford announced this year's celebration will be another planting event at Red Wing Farm. Everyone is welcome. Ms. LeFlore thanked Republic Services for a \$400.00 donation towards the event.

Open Session

Chris Bowman, 3 Julio St., described some of the discussions heard at the Board of Appeals hearing for the 40B project proposed for 276 Mill Rd. She asked why there were markings on Mill Rd. as the project has not been approved to date. Chairman Wojtas advised the project was still in its deliberation phase, and the Board would not interfere. Evan Belansky was asked to come forward, and he explained that DPW has discussed long and short term plans and road work for Mill Rd. and as for the project, no decisions have been made. He confirmed that the Zoning Board of Appeals has several sub-committees working on aspects of the project, and the next hearing is scheduled for May 12, 2014 to discuss storm water management.

Karen Bowman, 3 Julio St., stated she felt residents' voices have not been heard regarding opposition to the project proposed for 276 Mill Rd. and that Precinct 4 is being sacrificed unfairly. The expedited schedule for the sump pump station upgrades will hit all taxpayers heavily. She is not comfortable with all the irregularities and exceptions being discussed that will affect the entire town.

Chris Bowman, 3 Julio St., urged the Board to visit the neighborhood and see what is happening before any formal decisions have been made regarding this unwanted proposal.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Licenses

One Day All Alcohol Licenses-CCA, 4/17, 4/24, 5/1, 5/8, 5/15

Susan Gates, 7 Trotting Rd., explained Deb Varnum will be the TIPS certified server at these events, all of which will help raise \$11,000.00 by the end of June to support ongoing expenses of the CCA.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine Licenses to be exercised on the premises at the Chelmsford Center for the Arts, 1A North Rd., for the hours of 5:00PM-7:00PM, with a capacity of 50 (events will be held in the gallery) for the following dates: April 24, 2014, May 1, 2014, May 8, 2014, May 15, 2014. Seconded by Selectman Joyce. **Motion carries, unanimous.**

One Day All Alcohol License-Budget Buddies, CCA 5/16

Linda Ridlon described the group's purpose and work, and this event is a fundraising concert.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License to Budget Buddies for May 16, 2014 for the hours of 7:00PM-11:00PM, to be exercised on the premises at 1A North Rd. with a seating capacity of 221. Seconded by Selectman Joyce. **Motion carries, unanimous.**

One Day All Alcohol License-Eastern Bank, 17 North Rd., 5/6

Chris Reilly of Eastern Bank explained the bank is being recognized nationally, and the event is to recognize their commercial clients.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License to Eastern Bank to be exercised on the premises at 17 North Rd., for May 6, 2014 for the hours of 5:00PM-9:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Transfer of Owner/Change of Name-83 Parkhurst Rd. from Timbo's Restaurant to Lu's Kitchen

Anjui Kohl was present with Sheng He Lu. Mr. Lu is buying Timbo's Restaurant. Mr. Lu has 15 years restaurant experience in NY. The new restaurant will have the same floor plan as the previous one. Department sign-offs are still needed.

Motion: by Selectman Askenburg to approve a Common Victualer License to Lu's Kitchen to be exercised on the premises at 83 Parkhurst Rd. with a seating capacity of 8, for the hours of 11:30AM-10:00PM 7 days a week contingent upon final approvals from the Board of Health and the Fire Prevention Offices. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reports and Presentations

Tricia Dzuris-Community Action Program Update

Ms. Dzuris explained this program was started in 1997 to fund projects which improve the community. During this time 69 projects have been funded with \$75,000.00 in awards. Anyone can apply for funding; projects require a 50% match with a cap of \$2,500.00. Different types of projects were listed. This committee has one opening for anyone who is interested.

Darlene Lussier-FY14 Budget Update

Ms. Lussier explained that 76.5% of revenues have been collected. Excise tax revenue will exceed projections and permit fees are up from a year ago. Expenditures are 68% spent. They are watching Fire Department overtime, and the snow/ice budget has a deficit. Revolving fund accounts were listed and described. These accounts are not allowed to carry a deficit. Money has not been collected for the Turf fields yet, but it is forthcoming and should be in time for the first \$23,000.00 payment to be made. A

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donation for the skate park was recently received, and other open capital projects were listed with their completion dates. DOR likes to see borrowed money used within three years.

Selectman Askenburg asked if the CCA and CCC buildings are included in the ESCO contracts. Ms. Lussier explained an electric meter was changed in the CCA, and some meter credits should be forthcoming.

Town Manager Bid Awards

John Sousa-FY14 Financial Audit Services Bid Award

Mr. Sousa explained 2 bids were received for this work. Powers & Sullivan was reviewed, ranked and interviewed. Their contract will run for one year at \$45,000.00, with an option to extend for 2 additional years. This service is generally bid every three years.

Motion: by Selectman Askenburg to approve the Town Manager's recommendation to award the contract for independent financial auditing services to Powers and Sullivan of Wakefield in an amount of \$45,000.00 for FY2014, with an option to extend for FY2015 and FY2016 for \$45,000.00 each year. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Town Manager Reports

Chelmsford Country Club Opening Ceremony April 26, 2014 at 12:00PM

The golf course opened last week. The work on the club house is almost complete, and will be within budget. The opening ceremony is open to the general public.

Mass DEP Administration Consent Order-Glenview Landfill

A response to the letter sent by the Board was received on April 11, 2014, and it gave an extension to May 16, 2014 for the applicant to respond. A traffic engineer will be retained to do a report over the first 60 days of deliveries. Saturday deliveries will be limited. Coal ash is not being transported. Plans and sampling will be provided. A public outreach meeting will be scheduled after approvals are completed. At this time, approved hours of operation are Monday-Saturday from 7:00AM-6:00PM. A daily log can be provided to the Town.

Aspen Apartments, Billerica

Mr. Cohen sent a request through NMCOG that a detailed drainage analysis for this area be completed based on noted flooding impacts. An environmental impact report is being reviewed by MEPA.

Appointments

Cultural Council

Motion: by Selectman Askenburg to approve the Town Manager's appointment of Linda Norton to the Cultural Council for a term to expire June 30, 2017. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Meeting Minutes

Reorganization Meeting Minutes-April 2, 2014

Motion: by Selectman Askenburg to approve the Reorganization Meeting Minutes of April 2, 2014 as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Town Meeting Warrant Articles

Approved 7/28/2014

Vote on Balance of Town Meeting Warrant Articles

Mr. Belansky reported that the Planning Board has closed their hearing, and Article 21 has been withdrawn. Article 23-Zoning Bylaw: Village Center Overlay District received support of that Board.

Motion: by Selectman Askenburg to recommend approval of Article 23 as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Chairman Wojtas and Selectman Hanson recused themselves at 8:32 PM. Selectman Askenburg resumed the meeting to discuss Article 25-Citizen Petition: Grinder Pumps. Mr. Cohen summarized the sewer installation project, which took 25 years to complete and underwent many changes. The bylaw required all residents to connect to the new system. The committee tasked with researching whether the town should supply additional support to homes with grinder pumps recommended that support be provided via a tiered surcharge on sewer bills based on usage. The Committee also recommended that all grinder pumps be evaluated, and this will come with an estimated cost of \$80,000.00 in the first year. It was acknowledged that about 200 out of 500 affected homeowners still need to be contacted as no telephone or e-mail information is available for them. The Sewer Fairness alliance will work to coordinate informational paperwork.

Motion: by Selectman Joyce to recommend approval of Article 25 for single and two-family homes. The Town will not be responsible for grinder pumps on commercial properties and homes of three or more units, as presented. Seconded by Selectman Dixon. **Motion carries, unanimous.**

Chairman Wojtas and Selectman Hanson returned to the meeting at 8:52PM

Selectmen Liaison Assignments

A list was provided for the Board's review. No issues were noted with the assignments.

Selectmen Liaison Reports and Referrals

Selectman Joyce:

-The Town Manager was asked about reconsideration for presenting a balanced budget at Town Meeting. Chairman Wojtas advised that the Article was voted on during the last meeting, and Town Meeting would make any further decisions regarding the budget.

Selectman Hanson:

-Office hours will be at the Java Room on Thursday from 5:00-6:00PM.

Selectman Dixon:

-The Grinder Pump Study Committee was thanked for their work and recommendations.

Selectman Askenburg:

-The School Committee will have an Ethics Training workshop at their meeting on April 15, 2014.

-Bids for naming rights at the turf fields at the High School and McCarthy Middle School will be accepted through April 30, 2014.

Chairman Wojtas:

-The Board previously discussed their preference for addressing major financial issues facing the Town. The Finance Committee suggested forming a subcommittee; the Town Manager suggested having the entire Tri-Board committee discuss the issues as a whole. Selectman Joyce was asked his preference, and he supported the Tri-Board meeting as a whole. Chairman Wojtas announced that these meetings could begin in May.

Approved 7/28/2014

- Attendees at the Purple Heart Recognition ceremony were thanked for attending. Twelve people were recognized.
- The Library will host their annual Poetry Slam on April 25, 2014.
- The appearance of the One Book author B.A. Shapiro at the McCarthy Auditorium on April 13, 2014 was well-attended.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: May 5, 2014, contingent upon the completion of Spring Town Meeting.

Motion: by Selectman Askenburg to adjourn this meeting at 9:00PM. Seconded by Selectman Dixon. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Proclamation for Arbor Day and Chelmsford Garden Club Celebration Flyer
- List of Committee Vacancies
- One Day License applications
- Supporting documents for Lu's Kitchen
- List of Community Action Program Awards
- Presentation-FY14 Budget Update
- Letter of April 8, 2014 regarding Contract Award for Financial Audit Services
- Administrative Consent Order regarding Glenview Sand and Gravel
- Committee Application
- Meeting Minutes
- List of Town Meeting Warrant Articles

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BOARD OF SELECTMEN
JOINT WITH COMMUNITY PRESERVATION COMMITTEE
MEETING AGENDA

April 16, 2014

Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. SHEEHAN FARM AGRICULTURAL PRESERVATION RESTRICTION

Documents: APR_SHEEHAN_PROPERTY.PDF, PAGE 3 - SHEEHAN APR WITH BLUE-
LINED CHANGES 02-27-14.PDF, PEC-EMAIL-03-20-2014.PDF, RM-EMAIL-03-23-
2014.PDF

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Town of Chelmsford
Community Preservation Committee/Board of Selectmen
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Joint Meeting Minutes
April 16, 2014**

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TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

CPC Members Present: Robert Morse-Chairman, Chris Garrahan, Gary Persichetti, Evan Belansky, Robert Joyce, Rebecca Markey, Connie Donahue, Linda Prescott, Colleen Stansfield

Board of Selectmen Members Present: Patricia Wojtas, Janet Askenburg, Robert Joyce

Land Trust Members Present: Rebecca Markey, Susan Carter, Philip Stanway, Becky Warren, Bill Colcord, Atty. Judith Pickett, Dale Williams, Kenneth Dews

Others Present: Town Manager Paul Cohen, Henry Parlee, Donna Parlee

Meeting was called to order at 7:00PM by Chairman Morse.

Open Session

No one came forward at this time.

**Joint Session-Chelmsford Land Conservation Trust and Selectmen/Town Manager
Sheehan Farm Agricultural Preservation Restriction**

Mr. Morse advised this meeting was called in order to discuss an issue of allowing public access to the property. Mr. Cohen explained he did not believe that the intent of Town Meeting was to prohibit any public access to the parcel for perpetuity. His aim is to protect this right for future users, since if the restriction document does not speak to an activity, it is prohibited. Purchases of land under CPA require a public benefit. If all public access is prohibited, there would be no public benefit. Selectman Wojtas indicated that her Board would not want to encroach on the rights of the current lessee who prefers very limited public access in order to protect the plants from damage. Dale Williams read a portion of the State agricultural restriction document into the record to emphasize the document is restrictive by its nature. He felt public access would impact any agricultural use negatively. Community gardening is automatically excluded by this type of restriction. Incidental picking activities have been allowed with the farmer's permission because they are temporary and do not involve establishing trails. Mr. Williams acknowledged the Land Trust would like to be a partner in holding the restriction, however, they would not support any public access to the property at all. Susan Carter felt the farmer should have control over public access, and it should not be entirely unrestricted or uncontrolled. Mr. Cohen explained that Sunny Meadow Farm was purchased as an agricultural property, and public access has not created an issue there.

Henry Parlee is the current lessee of the property. He felt his current operation does not allow for open public access due to several factors such as damage to the plants, installation of an electric fence to keep the deer away, existence of an open pond, and limited pesticide use. There is a lot of swamp and wetland as well as exposure to ticks. Donna Parlee cited issues with people helping themselves to their crops, and if they lose too much, they would not be able to afford to continue farming. She contacted her insurance company and was advised that if there was public access to land they control, their liability and umbrella

Approved 7/14/2014

premiums would increase. Philip Stanway agreed he has seen issues of theft and camping at Sunny Meadow, and it is difficult to address. The current leases at that property have worked out well.

Mr. Morse asked if public access could be addressed within the lease document, as opposed to the restriction document. Mr. Cohen said a lease cannot override a restriction document. His goal is to have agreeable language in the restriction that can accommodate future agricultural uses that may be different than what is being done presently. As an example, he explained that years ago no one had heard of doing corn mazes. Today, they are very popular public events. In future decades, there may be other activities that farmers can do, and this document should not limit their ability to do new agricultural activity. Mr. Cohen agreed to draft new language that changes in future agricultural uses would need agreement among three parties: the lessee, the lessor, and the holder of the agricultural restriction document. Mr. Williams requested that the Land Trust be included in review of the draft and all future activity regarding the restriction document as soon as possible, before the next revision is presented to the State.

Mr. Cohen reported that the conservation restriction for Sunny Meadow Farm will need additional more changes per the State's request and the property lines are being clarified in order to complete a baseline study. The baseline study for Pond St. Beach is almost concluded. A revised document for Sheehan Farm will be forthcoming.

The Joint Meeting was concluded at 8:30PM.

Respectfully Submitted,

Vivian W. Merrill
Recording Secretary



BOARD OF SELECTMEN MEETING AGENDA

April 28, 2014

Senior Center, 75 Groton Road
No. Chelmsford, MA 01863

RECEIVED

2014 APR 23 PM 3:37

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

1. 7:30 P.M. TOWN MEETING

NEXT REGULAR MEETING DATE: May 5, 2014

RECEIVED

2014 APR 23 PM 3:37

TOWN OF
OHIO

RECEIVED

2014 APR 29 AM 11:51



BOARD OF SELECTMEN MEETING AGENDA

May 1, 2014

Senior Center, 75 Groton Road
No. Chelmsford, MA 01863

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. CALL TO ORDER - 6:30 PM

2. EXECUTIVE SESSION

- Town Counsel Legal Update

Documents: LITIGATION STATUS LIST.PDF

NEXT REGULAR MEETING: May 5, 2014

RECEIVED

SEP 21 12:00 PM '21

TOWN OF CHATHAM
MASSACHUSETTS

**TOWN OF CHELMSFORD
LITIGATION STATUS REPORT
MATTERS PENDING WITH TOWN COUNSEL**

April 24, 2014

GENERAL LITIGATION

RECEIVED

2014 APR 29 AM 11:51

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

1. Mazurecyk v. Chief of Police of the Town of Chelmsford
2. Princeton Ridge Condominium v. H&R Block Bank and Town of Chelmsford
3. Town of Chelmsford Board of Selectmen v. Vaccaro, et al.
4. Town of Chelmsford v. Vavala d/b/a Traveling Rhino
5. Town of Chelmsford v. MacLauchlan Machine
6. Town of Chelmsford v. Spirit Wings, LLC d/b/a Curves for Women
7. Van Liew v. Eliopoulos v. Hands-On Technology Transfer Inc.
Philip Eliopoulos v. Hands-On Technology Transfer, Inc. Van Liew v. Town
of Chelmsford Board of Selectmen, et al.

LABOR

8. Local1839 and Town of Chelmsford - Fire Union ULP/Kivlan
9. Local1839 and Town of Chelmsford - (Gr. Boudreau, Brothers, Prak- Discipline/EMT
Certification)
10. Local1839 and Town of Chelmsford - Fire Union ULP/Transfer of Bargaining Unit Work
11. NEPBA, Local20 and Town of Chelmsford (Gr. Class Action- Overtime)

LAND USE

12. Burdo v. Chelmsford Zoning Board of Appeals
13. Debeaucourt v. Chelmsford Zoning Board of Appeals
14. Diodati, et al. v. Town of Chelmsford, et al.
15. Mitri v. Chelmsford Zoning Board of Appeal
16. Parlee v. Chelmsford Planning Board

SEWER RELATED LITIGATION

17. Kelly v. Town of Chelmsford (VI)
18. Shyjan, et al. v. Town of Chelmsford, et al.
19. Town of Chelmsford v. McDonough

CASES RECENTLY CLOSED

1. AH & MJ Triangle Com. d/b/a Triangle Package Store v. Town of Chelmsford
Alcoholic Beverages Control Commission
2. In the Matter of Richard McClure
State Ethics Commission, Docket No. 12-0011
3. William L. Harvey, III, Trustee, etc. v. Chelmsford Planning Board and
McCrensky Land Court C.A. No. 13 MISC 479565-RBF

RECEIVED

2014 APR 29 AM 10:21

TOWN OF CHANDLER
CHANDLER, AZ

RECEIVED

2014 MAY -5 PM 2:41



BOARD OF SELECTMEN MEETING AGENDA

May 5, 2014

Senior Center, 75 Groton Road

No. Chelmsford, MA 01863

social daycare room

TOWN OF CHELMSFORD
ONORINA MALONEY
TOWN CLERK

1. CALL TO ORDER - 7:00 PM

- OPEN PUBLIC HEARING, ACTON ROAD POLE PETITION
- CONTINUE PUBLIC HEARING TO 7:00 PM ON MAY 12, 2014

2. LICENSES

- One Day All Alcohol License - Congregational Shalom, 5/17/14

Documents: **CONGREGATIONAL SHALOM-ONE DAY LICENSE.PDF**

NEXT REGULAR MEETING: May 12, 2014

REVISED

RECEIVED

2011 MAY -2 PM 2:11

TOWN OF CHELSEA
TOWN OF CHELSEA
TOWN OF CHELSEA



BOARD OF SELECTMEN MEETING AGENDA

May 5, 2014

Senior Center, 75 Groton Road

No. Chelmsford, MA 01863

social daycare room

RECEIVED

2014 MAY -1 PM 3:53

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. CALL TO ORDER - 7:00 PM

- OPEN PUBLIC HEARING, ACTON ROAD POLE PETITION
- CONTINUE PUBLIC HEARING TO 7:00 PM ON MAY 12, 2014

2. LICENSES

- One Day Beer & Wine License - Congregational Shalom, 5/17/14

NEXT REGULAR MEETING: May 12, 2014

RECEIVED

SMITH - 1 PM 3-23

TO: D. J. W. / OMO

Approved 8/25/2014

Town of Chelmsford
Board of Selectmen Minutes
75 Groton Road
Chelmsford, MA 01863

**Regular Meeting MINUTES
May 5, 2014**

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice-Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

RECEIVED
2014 AUG 26 PM 4:10
TOWN OF CHELMSFORD
OHORINA Z. MALONEY
TOWN CLERK

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass.

Chairman Wojtas called the meeting to order at 7:00 PM.

Pole Petition Public Hearing Continuation

Motion: by Selectman Askenburg to continue the Acton Road Pole Petition Public Hearing to May 12, 2014 at 7:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

License application

Dennis McHugh, from Congregational Shalom, spoke about the upcoming event, which will be a cabaret evening of music. He is requesting a One Day All Alcohol License for the event.

Motion: by Selectman Askenburg to approve a One Day All Alcohol License for Congregational Shalom, 89 Richardson Road, for May 17, 2014, for the hours of 7:30 to 11:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Adjourn

Motion: by Selectman Askenburg to adjourn this meeting at 7:05PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reference Documents:
Supporting documents for One Day All Alcohol License



BOARD OF SELECTMEN MEETING AGENDA

May 12, 2014

Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED

2014 MAY -7 PM 2:51

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST
2. 7:00 P.M. JOINT MEETING W/ PLANNING BOARD TO FILL VACANCY
 - Jeff Apostolakes
 - James Clancy
 - Nicholas Gerteisen
 - Glenn Kohl
 - Louis Marino
 - Chris Tymula

Documents: PLANNING BOARD APPLICATIONS.PDF

3. PUBLIC SERVICE ANNOUNCEMENTS

- Felix Gregorian - US Flag Presentation
- Chelmsford Dog Park Association Events
- George Simonian - CHSAA Awards Night at the PAC, 5/15/2014, 7:30 PM

Documents: SPRING YARD SALE 1.PDF, SUMMER TRAINING ON COMMON-SCHEDULE.PDF

4. OPEN SESSION

5. COMMITTEE VACANCIES

- Bicycle & Pedestrian Advisory Committee (1) unexpired 3 year term ending 6/30/2016
- CIVIC Committee (1) 3 year term
- Community Action Program (1) unexpired 1 year term ending 6/30/2014
- Commission on Disabilities (1) unexpired 3 year term ending 6/30/2015
- Council on Aging (1) unexpired 3 year term ending 6/30/2015
- Cultural Council (2) 3 year terms
- Energy Conservation Committee (1) unexpired 3 year term ending 6/30/2014
- Land Management Subcommittee (2) 2 year term ending 6/30/2015
- Nashoba Valley Technical School Committee (1) unexpired 3 year term ending 3/30/2015
- Sign Advisory Committee (1) 3 year term

Documents: COMMITTEE VACANCIES.PDF

6. 7:00 P.M. PUBLIC HEARINGS

Continuation of Public Hearing: Acton Road Pole Petition

RECEIVED

2011 MAY - 7 PM 8:51

2011 MAY - 7 PM 8:51

Documents: POLEPETITION ACTON RD.PDF

7. LICENSES

- One Day Beer & Wine License: CCA, 5/18/14
- One Day Beer & Wine License: Huntington's Disease Society, 5/31/2014

Documents: ONE DAY HUNTINGTON.PDF, ONE DAY CCA.PDF

RECEIVED

2014 MAY -7 PM 2:51

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

8. REPORTS & PRESENTATIONS

- Massachusetts Department of Revenue Review of Financial Offices Report
- Community Survey Results

Documents: DOR REVIEW OF FINANCIAL OFFICES.PDF, SURVEY RESULTS.PDF

9. TOWN MANAGER REPORTS

- Mass DOER Energy Manager Grant Award
- National Grid 2014 Community Initiative Program
- Town Offices Electric Vehicle Charging Station & Vehicle Delivery
- NMCOG DLTA VII Grant Award - Inclusionary Housing Zoning Bylaw
- Construction Punchlist/Maintenance of Town Halls
- Vacancy on Nashoba Valley Technical District School Committee
- Verizon Double Pole Tracking System
- Mass DEP Glenview Landfill Interim Stockpiling Plan Approval

Documents: CHELMSFORD EM AWARD LTR.PDF, ENERGY MANAGER APPLICATION.PDF, 2014 EE COMMUNITY INITIATIVE CONGRATS.PDF, CHELMSFORD LETTER OF AGREEMENT II.PDF, NJUNS DOUBLE POLE MANAGEMENT - LETTER TO UTILITY POLE STAKEHOLDERS.PDF, RESPONSE TO TOWN OF CHELMSFORD LETTER - FINAL VERSION.PDF, GLENVIEW LF AGO EXT CAD SUBMITTAL.PDF, GLENVIEW LF ISP FNL APPR.PDF

10. TOWN MANAGER BID AWARDS

- Cleaning Services
- Fire Headquarters Traffic Signal

Documents: CLEANING SERVICES BID AWARD.PDF, FIRE STATION TRAFFIC SIGNAL EST FOR BIDDERS.PDF

11. SELECTMEN LIAISON REPORTS & REFERRALS

12. PRESS QUESTIONS

13. EXECUTIVE SESSION

- Discuss Strategy with Respect to Litigation: Shyjan v. Town of Chelmsford

NEXT REGULAR MEETING DATE: May 19, 2014

RECEIVED

SEP 11 1951

U.S. DEPT. OF AGRICULTURE
WASHINGTON, D.C.

Approved 7/28/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
May 12, 2014**

RECEIVED
2014 AUG -6 PM 3:27
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice-Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM.

Joint Meeting with Planning Board to Fill Vacancy

Jeff Apostolakes, James Clancy, Nicholas Gerteisen, Glenn Kohl, Louis Marino, Chris Tymula

Planning Board Members present: Ed Roux, Colleen Stansfield, George Zaharoolis, Henry Parlee
Planning Board Members Not Present: Michael Raisbeck, Nancy Araway

Each candidate was asked to come forward and indicate why they were interested in this appointment.

Jeff Apostolakes cited his past volunteer efforts and work experience. He is currently an Alternate member of this Board and he listed topics he has learned while fulfilling that position, making this appointment a seamless transition.

James Clancy cited his work as an attorney would help him ensure that laws are being followed. He would like to give back to the community.

Nick Gerteisen cited his experience watching Planning Board meetings in the Town of Andover while he lived there. He has been in Chelmsford for three years, and wishes to be more involved in Town activities.

Glen Kohl announced he was withdrawing his request in favor of Jeff Apostolakes, and he will apply for the Alternate position.

Lou Marino listed the different committees and boards he has worked on in different Towns and he would like to continue with this type of work while living in Chelmsford. He is currently a Town Meeting Representative.

Chris Tymula offered his support to the Town through his extensive civil engineering education and work background.

No other applicants came forward.

Approved 7/28/2014

Motion: by Selectman Joyce to nominate Jeff Apostolakes for the position of Planning Board member. Seconded by Selectman Hanson. **Motion carries, unanimous.**

There were no further nominations.

Motion: by Selectman Askenburg to Close Nominations. Seconded by Selectman Joyce.

Selectman Joyce encouraged all remaining candidates to apply for the Alternate Planning Board position which would now become vacant, and to consider running for Town Meeting Representative.

Roll Call Vote:

Mr. Parlee for Jeff Apostolakes
Mr. Zaharoolis for Jeff Apostolakes
Ms. Stansfield for Jeff Apostolakes
Mr. Roux for Jeff Apostolakes
Selectman Dixon for Jeff Apostolakes
Selectman Askenburg for Jeff Apostolakes
Selectman Joyce for Jeff Apostolakes
Selectman Hanson for Jeff Apostolakes
Chairman Wojtas for Jeff Apostolakes

The Alternative position appointment will be decided at the Board's meeting on June 2, 2014.

Motion: by Mr. Zaharoolis to adjourn the Joint Meeting. Seconded by Ms. Stansfield.
Motion carries, unanimous.

Public Service Announcements

Felix Gregorian-US Flag Presentation

Mr. Gregorian described his experience with the US Army Reserves over the previous 26 years, and he is preparing to go out on a fifth tour sometime later this year. He wished to present a cased American Flag, with a certificate indicating that it was flown in Afghanistan during Operation Enduring Freedom, to the Town of Chelmsford. The flag and certificate were accepted by Chairman Wojtas.

Chelmsford Dog Association Events

Will Wagner, director on the Chelmsford Dog Association, explained the group is fundraising and working along with the Dog Park Advisory Committee toward creating a public Dog Park on Richardson Rd. A rally was held at Walgreens the previous weekend, and there will be a yard sale at the end of May. Dog Training sessions on the Common started this evening, there is an online auction being done on the group's website for a clock made from the wood of the Purple Beech Tree that used to be on the Town Common. A food fundraising event is being done through the Schwann's website. Selectman Askenburg had heard positive comments from last year's Training on the Common program.

George Simonian-CHSAA Awards Night at the PAC, May 15, 2014, 7:30PM

The Board and public were invited to attend this year's ceremony, which is in its 16th year.

Approved 7/28/2014

Open Session

No one came forward at this time.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Public Hearings

Continuation of Public Hearing: Acton Rd. Pole Petition

Dave Aguilar from National Grid explained the request has been changed to install only one pole instead of two, as the second pole was too close to a resident's driveway. The remaining pole will be placed across the street.

Audience comments:

Mary Reese, 222 Acton Rd., confirmed that she supported the installation of the pole after her meeting with the applicant.

There were no other comments or questions from the Board.

Motion: by Selectman Askenburg to close the Public Hearing for the Pole Petition for Acton Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to approve the Pole Petition for Acton Rd. as presented on National Grid plan 15264431 dated March 24, 2014, as amended. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Licenses

One Day Beer and Wine License-CCA, May 18, 2014

Kit Harbison explained the event was a "Champagne & Chanel" painting event being held to benefit the Dacey Zouzas Endowment Fund for the Arts.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License to the Chelmsford Center for the Arts for May 18, 2014 for the hours of 1:00PM-3:00PM, to be exercised on the premises at 1A North Rd. contingent on providing TIPS Certification. Seconded by Selectman Joyce. **Motion carries, unanimous.**

One Day Beer and Wine License Huntington's Disease Society, May 31, 2014 Chelmsford Senior Center

Virginia Goolkasian and Director Dave Souza explained the event is a Rock & Roll Trivia night to benefit the Huntington's Disease Society. Past events were held to benefit Meagan Sullivan, who passed away this morning from the disease.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License to the Huntington Disease Society for May 31, 2014 for the hours of 7:00PM-10:30PM, to be exercised on the premises at 75 Groton Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reports and Presentations

Massachusetts Department of Revenue Review of Financial Offices Report

Mr. Cohen acknowledged the assistance of Town Treasurer John Sousa, Town Accountant Darlene Lussier, and Chief Assessor Frank Reen for their assistance in working with the DOR representatives to provide help in getting this report compiled. The report offered some suggestions for improvements which will be looked at throughout the next year. The report summary was read into the record, and was very favorable; echoing comments received from the recent Standard and Poor's report. Selectman Askenburg thanked town officials for their support.

Ms. Lussier stated that she felt the process went very smoothly. DOR representatives were all very nice. The Town has software to that has the capability to send employees' direct deposit information as an e-mail, and there is a self-serve option available that would have some set-up costs. A proposal for these options will be forthcoming once her department and the school department finish working out the details.

Mr. Reen explained that currently his department's goal is to see every property once every nine years. His new goal is to establish a program to make inspections more efficient by 2017.

Mr. Cohen and Ms. Lussier acknowledged that back-up signatories would be established.

Community Survey Results

Chairman Wojtas explained that 4,154 surveys were returned and comments are still being transcribed. Full results will be posted on the Town's website. There was some discussion as to the possibility of conducting a similar survey on a regular basis.

Town Manager Reports

Mass DOER Energy Manager Grant Award

The Town has been awarded \$50,000.00 towards an Energy Manager position, which will cover costs for the first year of employment. The Town applied for this grant as a single entity as other towns have not done as much work as Chelmsford to utilize energy saving initiatives. Future grant applications will be pursued, as awards are performance driven. The Town of Plymouth hired 2 people for this position at a cost of \$109,000.00, and the candidates have saved that town about \$137,000.00 to date. A packet is forthcoming with more details on how funding is obtained.

Bob Andrews, of the Energy Conservation Committee, explained that maintenance and energy usage calculations have been very detailed to ensure the ESCO contract is being maximized. DPW Director Gary Persichetti stated that he hopes to have the position of Energy Manager filled by July.

National Grid 2014 Community Initiative Program

Marc Grant will host a presentation on this program at the June 2, 2014 Board meeting. The program is designed to help homeowners find ways to save energy.

Town Offices Electric Vehicle Charging Station & Vehicle Delivery

Approved 7/28/2014

The charging station will be installed very soon at the Town Offices. A new electric vehicle is expected to be delivered in June.

NMCOG DLTA VII Grant Award-Inclusionary Housing Zoning Bylaw

An additional 30 hours of support was granted so that work can be finished and the warrant article relating to this matter can be ready for a vote by Fall Town Meeting.

Construction Punch list/Maintenance of Town Halls

Gary Persichetti explained that outstanding issues at both Town Hall buildings have been taken care of. The recessed lighting fixtures in North Town Hall have been secured and will not fall out. There have been no additional elevator issues reported. The buildings are being cleaned by people involved with the buildings.

Vacancy on Nashoba Valley Technical District School Committee

A joint meeting with the School Committee will be held on June 2, 2014 to fill an open position on the Nashoba Valley School committee created by the passing of Ralph Hulslander.

Verizon Double Pole Tracking System

Verizon has notified the Town Manager's office that they are utilizing a new tracking system for double poles which should improve the situation.

Mass DEP Glenview Landfill Interim Stockpiling Plan Approval

DEP has approved the proposal provided by the applicant. Information is available on the Town's website. A public meeting will be held at the Adams Library on June 4, 2014 at 7:00PM. Local businesses in the Drum Hill area will be notified personally. Trucks are scheduled to start deliveries at the end of June, as schools will be closed for the summer by then. The simulation drawings are still pending contingent on finding a good vantage point to make them. Chelmsford Telemedia will be asked to record the meeting.

Town Manager Bid Awards

Cleaning Services

Nine bids were received for this service. The current provider gave the lowest bid.

Motion: by Selectman Askenburg to approve the Town Manager's Bid Award for Cleaning Services for Town Offices and DPW Facility to M&M Cleaning Services of Malden in an amount of \$22,000.00 for Year 1 (begins July 1, 2014), with the options of \$22,000.00 for Year 2 and \$22,000.00 for Year 3. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Fire Headquarters Traffic Signal

Two bids were received for this work, which was bid separate from the rest of the Fire Station Headquarters building project.

Motion: by Selectman Askenburg to approve the Town Manager's Bid Award for a Fire Pre-emption Traffic signal system for Billerica Road at the Fire Station Headquarters to

Approved 7/28/2014

Electric Light Company, Inc., in an amount not to exceed \$107,600.00. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Hanson:

- Gary Persichetti was thanked for meeting with him and a resident of Davis Rd. to discuss water issues in that neighborhood.
- NMCOG has sent a letter to the Billerica Zoning Board of Appeals regarding the Aspen Apartments 40B project proposal.
- A Senate hearing was held regarding bond bill funding to demolish several remaining buildings at the UMass/Lowell West Campus in Chelmsford. More information regarding this funding will be forthcoming.

Selectman Joyce:

- Condolences were extended to the family of Ralph Hulslander. His work on the Nashoba Valley School Committee will be missed.
- A resident was directed to speak with the Building Inspector regarding a Water Department sign installed near the South Row School.
- Chairman Wojtas advised that the Board would not take a position regarding the 40B proposal for 276 Mill Rd., as the ZBA is currently conducting a public hearing on that project. The road has been paved, and funding for an upgraded pump station in that area was approved at Town Meeting.

Selectman Askenburg:

- The Town Clerk wishes to remind residents that Dog Licenses must be renewed annually. A reminder card will be sent if an existing license is not renewed by June. If no response, a citation will be issued, and fines will accumulate.

Selectman Dixon:

- It appears that both dogs at a home on Bridge St. have been removed from the premises. One dog was before the Board for a Vicious Dog Complaint, and the other dog was investigated for neglect.
- The DPW was commended for work done to repair potholes on streets around the Parker Middle School and Chelmsford High School.

Chairman Wojtas:

- A fundraising barbeque to benefit the Military Community Covenant will be held at Agway on May 17, 2014 from 11:00AM-2:00PM.
- High School students that submitted paintings for a regional art competition were congratulated. Paintings are displayed at the Public Library for the month of May. The winner was a student from Dracut.
- Aleric Heck was congratulated on achieving Eagle Scout status.
- A Tri-Board meeting will be held on May 29, 2014 at 7:00PM at the School Administrative Offices to discuss challenges and options within the Town's budget.
- Officials from Westford and Chelmsford met with Pan Am representatives to discuss communication procedures when there is a train derailment. Chairman Wojtas requested

Approved 7/28/2014

permission of the Board to draft a letter to the Congressional delegation requesting that Towns be notified of any unexpected train stop, regardless of whether there are hazardous materials involved.

Press Questions

No one came forward at this time.

Executive Session

Discuss Strategy with Respect to Litigation: Shyjan v. Town of Chelmsford

Motion: by Selectman Askenburg to enter into Executive Session to discuss Strategy with Respect to Litigation, not at return to Regular Session. Seconded by Selectman Joyce.

Roll Call vote:

Selectman Hanson: Aye

Selectman Joyce: Aye

Chairman Wojtas: Aye

Selectman Askenburg: Aye

Selectman Dixon: Aye

Motion carries, unanimous.

Regular Session Meeting was adjourned at 9:00PM.

Next Regular Meeting: May 19, 2014.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Revised Notice for Planning Board Vacancy, and applications
- Chelmsford Dog Association Activity flyers
- List of Committee Vacancies
- One Day License applications
- May 2014 DOR Review of Chelmsford Financial Offices
- Town of Chelmsford survey results
- Letter of May 1, 2014 regarding the Energy Manager Grant Award and application
- Letter from National Grid announcing Energy Efficiency Grant Award
- Letter of Agreement with NMCOG for DLTA VII program assistance
- E-mails regarding Verizon's double pole tracking system
- Letters and supporting documents regarding Glenview Landfill
- Bid Award supporting documents



BOARD OF SELECTMEN MEETING AGENDA

May 19, 2014

Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED

2014 MAY 19 PM 3:07

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST
2. PUBLIC SERVICE ANNOUNCEMENTS

- 9/11 Memorial Fund Donation
- Regina Jackson - Memorial Day Proclamation
- Walter Macomber - Friends of the Senior Center Spaghetti Dinner 5/28

Documents: MEMORIAL DAY.PDF, FOSC-SPAGHETTI-DINNER.PDF

3. OPEN SESSION
4. COMMITTEE VACANCIES

- Associate Planning Board Member (1) unexpired 1 year term ending April, 2015
Annual Town Election
- Bicycle & Pedestrian Advisory Committee (1) unexpired 3 year term ending 6/30/2016
- CIVIC Committee (1) 3 year term
- Community Action Program (1) unexpired 1 year term ending 6/30/2014
- Commission on Disabilities (1) unexpired 3 year term ending 6/30/2015
- Cultural Council (2) 3 year terms
- Energy Conservation Committee (1) unexpired 3 year term ending 6/30/2014
- Land Management Subcommittee (2) 2 year term ending 6/30/2015
- Nashoba Valley Regional School Committee (1) unexpired 3 year term ending 3/30/2015
- Sign Advisory Committee (1) 3 year term

5. PUBLIC HEARINGS

7:00 PM Pole Petition: Billerica Rd.

Conduit Petition: Wedgewood Dr.

Documents: POLE PETITION-BILLERICA RD.PDF, CONDUIT PETITION-WEDGEWOOD DR.PDF

6. LICENSES

- Change of Manager: Applebee's, 50 Drumhill Rd.

Documents: APPLEBEES-CHANGEOFMANAGER.PDF

7. REPORTS & PRESENTATIONS

- Tom Sousa, CHS DECCA: introducing the "Gift of Chelmsford" certificate program
- Kathy Cryan-Hicks: Center Village Cultural District
- Chelmsford Water District Annual Update

Documents: DECCA-PRESENTATION-05-19-2014.PDF, CENTER VILLAGE RESOLUTION.PDF, DEP-SWMI.PDF, CWD-PRESENTATION-05-19-14.PDF

8. TOWN MANAGER REPORTS

- Stop Sign at Wildwood and Dalton
- Tree City USA Designation

Documents: STOP SIGN WILDWOOD-DALTON.PDF, WILDWOOD AT DALTON.JPG, TREECITYDESIGNATION5-13-14.PDF

9. APPOINTMENTS

- Council on Aging unexpired 3 year term ending 6/30/2015, replaces Joe Bellone
- Cultural Council, 3 year term ending 6/30/2017
- Inspector of Animals, 1 year term ending 4/30/2015

Documents: COA-OLENCHAK.PDF, 05-11-2014-CULTURAL COUNCIL-MEJIA-COMMITTEE_APPLICATION.PDF, NOMINATION OF INSPECTOR OF ANIMALS.PDF

10. SELECTMEN LIAISON REPORTS & REFERRALS

11. PRESS QUESTIONS

12. EXECUTIVE SESSION

- Discuss Strategy with Respect to Litigation: Shyjan v. Town of Chelmsford
- Discussion of Value of Real Property - Sheehan Farm Agricultural Preservation Restriction

NEXT REGULAR MEETING DATE: June 2, 2014

RECEIVED

2014 MAY 19 PM 3:07

TOWN OF CHELMSFORD
ONORINA Z. BELLONE
TOWN CLERK



BOARD OF SELECTMEN MEETING AGENDA

May 19, 2014

Town Offices, 50 Billerica Road

Chelmsford, MA 01824

Dennis Ready Meeting Room 204

RECEIVED

2014 MAY 15 PM 1:33

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Regina Jackson - Memorial Day Proclamation
- Walter Macomber - Friends of the Senior Center Spaghetti Dinner 5/28

Documents: MEMORIAL DAY.PDF, FOSC-SPAGHETTI-DINNER.PDF

3. OPEN SESSION

4. COMMITTEE VACANCIES

- Associate Planning Board Member (1) unexpired 1 year term ending April, 2015
Annual Town Election
- Bicycle & Pedestrian Advisory Committee (1) unexpired 3 year term ending 6/30/2016
- CIVIC Committee (1) 3 year term
- Community Action Program (1) unexpired 1 year term ending 6/30/2014
- Commission on Disabilities (1) unexpired 3 year term ending 6/30/2015
- Cultural Council (2) 3 year terms
- Energy Conservation Committee (1) unexpired 3 year term ending 6/30/2014
- Land Management Subcommittee (2) 2 year term ending 6/30/2015
- Nashoba Valley Regional School Committee (1) unexpired 3 year term ending 3/30/2015
- Sign Advisory Committee (1) 3 year term

5. PUBLIC HEARINGS

7:00 PM Pole Petition: Billerica Rd.

Conduit Petition: Wedgewood Dr.

Documents: POLE PETITION-BILLERICA RD.PDF, CONDUIT PETITION-WEDGEWOOD DR.PDF

6. LICENSES

- Change of Manager: Applebee's, 50 Drumhill Rd.

Documents: APPLEBEES-CHANGEOFMANAGER.PDF

7. REPORTS & PRESENTATIONS

- Tom Sousa, CHS DECCA: introducing the "Gift of Chelmsford" certificate program
- Kathy Cryan-Hicks: Center Village Cultural District
- Chelmsford Water District Annual Update

Documents: DECCA-PRESENTATION-05-19-2014.PDF, CENTER VILLAGE RESOLUTION.PDF, DEP-SWMI.PDF, CWD-PRESENTATION-05-19-14.PDF

8. TOWN MANAGER REPORTS

- Stop Sign at Wildwood and Dalton
- Tree City USA Designation

Documents: STOP SIGN WILDWOOD-DALTON.PDF, WILDWOOD AT DALTON.JPG, TREECITYDESIGNATION5-13-14.PDF

9. APPOINTMENTS

- Council on Aging unexpired 3 year term ending 6/30/2015, replaces Joe Bellone
- Cultural Council, 3 year term ending 6/30/2017
- Inspector of Animals, 1 year term ending 4/30/2015

Documents: COA-OLENCHAK.PDF, 05-11-2014-CULTURAL COUNCIL-MEJIA-COMMITTEE_APPLICATION.PDF, NOMINATION OF INSPECTOR OF ANIMALS.PDF

10. SELECTMEN LIAISON REPORTS & REFERRALS

11. PRESS QUESTIONS

12. EXECUTIVE SESSION

- Discuss Strategy with Respect to Litigation: Shyjan v. Town of Chelmsford
- Discussion of Value of Real Property - Sheehan Farm Agricultural Preservation Restriction

NEXT REGULAR MEETING DATE: June 2, 2014

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Approved 8/11/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
May 19, 2014**

RECEIVED
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TOWN OF CHELMSFORD
ONORINE J. MALONEY
TOWN CLERK

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice-Chairman
Robert Joyce, Clerk
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Not Present:

Matthew Hanson, Selectman

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM. A request was made to notify the Board if anyone in the audience was recording this meeting. Molly Loughman from the Chelmsford Independent newspaper indicated she was audio recording the meeting.

Public Service Announcements

Regina Jackson-Memorial Day Proclamation

Ms. Jackson announced that this year's Memorial Day parade on May 26, 2014 starts by the CVS & Friendly's Restaurant in Chelmsford Center. Participants will gather at 9:30AM, and the parade officially starts at 10:00AM. Everyone is welcome to join them or watch. There will be a program on the Town Common after the parade.

On May 24, 2014, at 2:00PM a service will be held at the Veterans Memorial Park. This service is open to everyone.

The proclamation was read by Selectman Askenburg and accepted by Ms. Jackson.

Walter Macomber-Friends of the Senior Center Spaghetti Dinner May 28, 2014

Selectman Dixon was thanked for his work as liaison between the Board and the Council on Aging.

Ticket information was provided regarding the dinner. Doors open at 5:00PM, everyone is welcome.

Open Session

Don Peterson-Chelmsford Fire Department, and Jack Clancy-President of Enterprise Bank. Mr. Clancy presented a check for \$5,000.00 as a donation to the Town's 9/11 Memorial Fund. Anyone who would like to donate to this project can bring their donation to the bank or to the Town Offices.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Chairman Wojtas announced that the Board will meet jointly with the Planning Board on June 2 to make an appointment to the vacant position of Alternate Planning Board member.

Public Hearings

Pole Petition: Billerica Rd.

A representative was not present to speak about this request.

Conduit Petition: Wedgewood Dr.

Steve Aguiar, from National Grid, explained a new home is being built at 3 Wedgewood Drive, and no service currently exists to this property. The petition is for a pole box transformer, as all the wires have already been installed underground.

No comments were received from the audience, and there were no further questions from the Board.

Motion: by Selectman Askenburg to close the Public Hearing for the Conduit Petition for Wedgewood Dr. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to approve the Conduit Petition for Wedgewood Dr. Plan # 16611302 dated April 3, 2014 as presented. Seconded by Selectman Joyce.

Motion carries, unanimous.

Licenses

Change of Manager: Applebees, Drum Hill Rd.

Stephen Dixon, the new general manager, was present for questions. The Board had no further questions.

Motion: by Selectman Askenburg to approve a Change of Manager for Apple New England LLC, d/b/a Applebee's Neighborhood Grill and Bar, from Jason Johnston to Stephen Dixon, to be exercised on the premises at 50 Drum Hill Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reports and Presentations

Tom Sousa, CHS DECA: Introducing the "Gift of Chelmsford" certificate program

Student Justin Foley explained the group worked with a number of people to develop a gift card style program that focuses on shopping at local Chelmsford businesses. Cards in the amount of \$10.00 and \$25.00 would be purchased at the Public Library, Chelmsford High School, Town Offices and the Senior Center, which could be used at any of the businesses that sign up for the program. Community Development Director Evan Belansky explained that letters were recently sent to 60 local businesses to sign up for the program. The card is presented to the business for payment, which is processed through an account at Worker's Credit Union. The program is

planned to officially start this Fall. Selectman Joyce suggested offering a \$50.00 card, and Selectman Askenburg said this program is a great idea.

Kathy Cryan-Hicks: Center Village Cultural district

Mrs. Cryan-Hicks explained legislation to create cultural districts was enacted in 2010, and launched in 2011. Activities to date were described, along with participating groups and committee members. The Town originally applied for 2 districts. The North District is still being worked on, and the Center District is ready. The goals and benefits of becoming a cultural district were defined, and a map of the district was shown. The program was designed to draw more visitors to the Center, promote the Arts and the creative economy.

The Board was asked to approve a formal resolution to support the program, and then the final application will be sent in to the State. The Massachusetts Cultural Council will schedule a site visit, and their Board votes on whether to accept a five-year designation.

A logo and website were shown, as well as future goals, publicity and programming. There are currently 24 approved cultural districts in the state.

The Resolution was read into the record, and Chairman Wojtas agreed to sign it.

Chelmsford Water District Annual Update

George Allen of Stantech was present with the Board of the Chelmsford Water District. Highlights of the district's water conservation plan were listed, as well as statistics for the last year. Outreach and maintenance programs were described as well as information that can be found on their website. Water supply and uses were described.

Proposed state regulations called the "Sustainable Water Management Initiative" were listed. The District felt storm water and waste water resources should be included in these regulations in addition to withdrawal volumes, and they had concerns that implementation costs would negatively impact economic growth.

At this time there is no data available to see whether sewerage the Town has had any effect on ground water. Commissioner Ron Wetmore cautioned that if the SWMI regulations are imposed and cause additional water restrictions, this would negatively impact water availability for future development. He sees irrigation users being affected first.

Chairman Wojtas requested comments be sent to her so a letter could be drafted noting concerns with the proposed SWMI legislation.

Town Manager Reports

Tree City USA Designation

The application for this designation has been accepted. A ceremony and press release will occur in June.

Stop Sign at Wildwood and Dalton Rd.

Approved 8/11/2014

This request was reviewed by the police department, as people are not stopping a safe distance from the intersection.

Motion: by Selectman Askenburg to authorize installation of a Stop sign at the end of Wildwood Rd. where it intersects with Dalton Rd. Seconded by Selectman Joyce.

Motion carries, unanimous.

Glenview Landfill

Residents were reminded there will be a meeting regarding this project on June 4, 2014 at the Public Library.

Appointments

Council on Aging

Motion: by Selectman Askenburg to approve the Town Manager's appointment of Len Olenchak to the Council on Aging for a term to expire June 30, 2015. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Cultural Council

Motion: by Selectman Askenburg to approve the Town Manager's appointment of John R. Mejia to the Cultural Council for a term ending June 30, 2017. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Inspector of Animals

Motion: by Selectman Askenburg to approve the Town Manager's appointment of Erik E. Merrill as Inspector of Animals for a term expiring April 30, 2015. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Dixon:

-Chelmsford High School Seniors who received scholarships from the CHS Alumni Association were congratulated.

Selectman Askenburg:

-Rotary Students of the Month were listed and congratulated for their achievement.

Selectman Joyce:

No reports or referrals this evening.

Chairman Wojtas:

-The CIVIC Committee will hold a ceremony on May 31, 2014 to recognize Carol Clevon for her many years of service. The ceremony will be held at the School Administration offices at 11:00AM, and will include a tree planting and marker.

-Styrofoam Collection Day is June 7, 2014.

Approved 8/11/2014

- The Chelmsford Center for the Arts will host an Acoustic Open Mike Night on May 30, 2014 starting at 6:30PM. Everyone is welcome to attend.
- The Public Library will host a Lyme Disease talk on May 29, 2014 starting at 7:00PM.
- The Public Library is hosting its Local Author Program at 2:00PM on May 31, 2014. Speakers were listed.
- Chelmsford Agway was thanked for hosting a fundraising barbeque to benefit the Military Community Covenant. About \$200.00 was raised for this program.

Press Questions

Molly Loughman of the Chelmsford Independent agreed to make a correction to one of her articles.

Executive Session

Motion: by Selectman Askenburg to enter into Executive Session, not to return to Regular Session, for the purpose of discussing Strategies with respect to litigation: Shyjan v. Town of Chelmsford, and for the discussion of Value of Real Property-Sheehan Farm Agricultural Preservation Restriction. Seconded by Selectman Joyce.

Roll Call Vote:

Selectman Joyce: Aye
Chairman Wojtas: Aye
Selectman Askenburg: Aye
Selectman Dixon: Aye

Regular Session was adjourned at 8:45PM

Next Regular Meeting: June 2, 2014.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Proclamation for Memorial Day
- Flyer for the Senior Center Spaghetti Dinner
- List of Committee Vacancies
- Supporting documents for Conduit Petition
- Supporting documents for change of Manager for Applebee's Restaurant
- Presentation-"Gift of Chelmsford" program
- Resolution for a Cultural District
- Chelmsford Water District presentation
- Committee Applications
- Letter of April 16, 2014 from the Arbor Day Foundation
- E- mail of May 13, 2014 regarding stop sign at Wildwood & Dalton Roads
- Supporting documents for Pole Petition



BOARD OF SELECTMEN MEETING AGENDA
JOINT W/ FINANCE COMMITTEE & SCHOOL COMMITTEE
May 29, 2014
School Administration Building, 230 North Rd
Chelmsford, MA 01824

1. CALL TO ORDER - 7:00 PM
2. REPORT ON EXISTING DEBT PAYOFF SCHEDULE
Documents: FINANCING CAPITAL BUILDING PROJECTS 5 29 14.PDF
3. CAPITAL PROJECT REQUESTS / EXPECTATIONS
4. DISCUSS FINANCIAL PRIORITIES / OPTIONS

NEXT REGULAR MEETING: June 2, 2014

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2014 MAY 29 AM 11:40

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TRI BOARD

BOARD OF SELECTMEN MEETING AGENDA

May 29, 2014

School Administration Building, 230 North Rd
Chelmsford, MA 01824

1. CALL TO ORDER - 7:00 PM
2. CAPITAL PROJECT REQUESTS / EXPECTATIONS
3. DISCUSS FINANCIAL PRIORITIES / OPTIONS
4. REPORT ON EXISTING DEBT PAYOFF SCHEDULE

NEXT REGULAR MEETING: June 2, 2014

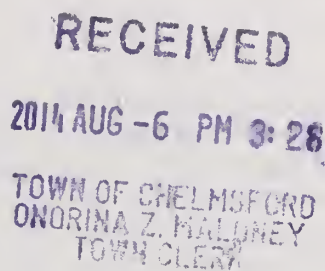
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2014 MAY 22 PM 2:44
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NEGATIVE

Approved 7/28/2014

Town of Chelmsford
Board of Selectmen Minutes
School Administration Building
230 North Rd.
Chelmsford, MA 01824



**Tri-Board Meeting MINUTES
May 29, 2014**

Board of Selectmen Attending:

Patricia Wojtas, Chairman
Matthew Hanson, Selectman
George Dixon, Jr., Selectman
Robert Joyce, Clerk

Paul Cohen, Town Manager
John Sousa, Town Treasurer
Darlene Lussier, Town Accountant

Not Present: Janet Askenburg, Selectman

School Committee Attending:

Al Thomas
Michael Rigney
Barbara Skaar

Kathy McWilliams, Business Manager
Ann Marie Fiore, IT Manager

Not Present: Frank Tiano, Superintendent; Evelyn Thoren, Nick DeSilvio

Finance Committee Attending:

Sheila Pichette
Tom Gilroy
Sasha Bonakdar

Not Present: Stratos Dukakis, Clare Jeannotte, Patrick Kimera, Roy Trieble

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00PM. Town Moderator Jon Kurland was asked to manage the meeting.

Report on Existing Debt Payoff Schedule

Mr. Sousa provided a list of FY2015 Debt Service obligations, which total \$15,477,349.00. Retirement dates of Non-Excluded and Excluded Debt was also presented. Financed debt is 6.15% of the total operating budget, which is within the Town's financial policy of never exceeding 10%. At this time, the Town would not be able to take on another major building project until 2019. The principal of the debt as of June 30, 2013 is \$103,752,080.00.

Capital Project Requests/Expectations

Mr. Cohen explained the Center Fire Station building on North Rd. is expected to be vacant by November, 2014. The Town will need to consider what to do with the building at a future Town Meeting. The building has known structural issues, so any course of action will require funding.

Approved 7/28/2014

Modular buildings at South Row Elementary, McCarthy Middle and Parker Middle Schools will need to be addressed as they are reaching the end of their useful lives. Additional school facility improvement needs include upgrades to the Middle School Science Labs, and building improvements to the High School and Elementary Schools. Energy improvements have been done to all of the buildings with the intent that the buildings will be maintained so they last as long as possible and do not need replacing as has been seen in other communities.

The remaining phases of the DPW Alpha Rd. facility include final site development, the vehicle maintenance area, wash bay, fueling system and finalizing the office and salt storage areas. The approximate cost of the remaining phases is \$4,880,000.00.

The Town Offices need to address climate controlled document storage areas, and renovation of the gym area.

The lease for the Chelmsford Forum will expire in 2018, and the Town will need to decide if it wants to purchase the property at market value less capital improvements, let the lease lapse, or extend the lease.

Discuss Financial Priorities/Options

Mr. Cohen believes the priority to the community is the schools, as the quality of schools ties in with real estate values. Present allowances in the current capital budget are not enough to do all that is needed to keep the buildings up properly.

Consideration of various costs of rehabilitating the Center Fire Station building and revenue streams from the Chelmsford Forum were discussed. Mr. Rigney summarized space constraints within the school buildings now, and that the department's needs change with the way education is delivered. Technology changes create procedural changes in how students are taught and tested.

Mr. Cohen did not sense public support for requesting additional excluded debt at the ballot except possibly for school building projects to replace the modular buildings with permanent additions.

Mrs. Pichette asked attendees to think about where additional sources of revenue could be found, since proposed zoning changes intended to increase commercial opportunities met with significant public resistance and were not pursued. Mr. Thomas objected to increasing fees that residents pay for services that used to be covered by the operating budget. Mr. Cohen reminded the Boards that consideration of full Day Kindergarten and OPEB liability obligations are true costs that must be reflected in a sustainable budget, which conflicts with the desire for tax relief when there is already not enough funding available to meet all current goals. Retiree and healthcare costs are increasing as well. The legislature is discussing new formulas for providing aid to communities, but to date funding seems to be decreasing rather than increasing in spite of increased revenues being realized at the State level.

Selectman Hanson stated that his priority would include funding for Full Day Kindergarten, and full funding of OPEB from available Free Cash. Mr. Rigney believes the School Department can fund Full Day Kindergarten for the next several years with an additional .3% increase in funding, above the traditional increases from the Town, combined with the use of one-time monies and funds in revolving accounts.

Approved 7/28/2014

There was general consensus that an increase in the commercial tax base was a desirable way to create additional revenue, along with lobbying for additional state funding. Mr. Rigney suggested finding ways to partner with the Chelmsford Business Association to find an acceptable way to provide additional commercial opportunities.

Selectman Joyce suggested cutting the capital budget as a way to free up funds. Mr. Cohen and Mr. Rigney explained that the existing budget does not cover all needs, and every year an increasing amount of requests are declined. The Senior Center and road work were used as examples of items that are already not receiving proper attention. Mr. Thomas noted several program changes that were intended to save money but have resulted in the loss of additional revenue, such as the school lunch program. Mr. Cohen noted that election reform is being proposed at the State level and could come with additional costs, and may also cause confusion at the local level. Regionalization efforts are still being studied through NMCOG.

Selectman Dixon suggested that more public outreach is needed to get more people involved in the challenges of running a town, and Mrs. Pichette agreed that more involvement would garner more suggestions for acceptable solutions to these challenges.

There being no further comments, participants were thanked for coming and there will be a future meeting over the next several months.

Motion: by Selectman Dixon to adjourn the meeting at 9:00PM. Seconded by Selectman Hanson.
Motion carries, unanimous.

Next Regular BOS Meeting Date: June 2, 2014

Respectfully submitted,

Vivian W. Merrill
Recording Secretary

Reference Documents:

-Presentation of Financing of Capital Building Projects.



BOARD OF SELECTMEN MEETING AGENDA

June 2, 2014
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

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2014 MAY 29 AM 10:1

**TOWN OF CHELMSFORD
ONORINA Z. MALONE
TOWN CLERK**

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST
2. JOINT MEETING W/ SCHOOL COMMITTEE TO FILL NASHOBA SCHOOL COMMITTEE VACANCY

- Maria Karafelis

Documents: NVTHS LETTER.PDF, NVTHS APPLICATION-KARAFELIS.PDF

3. JOINT MEETING W/ PLANNING BOARD TO FILL ASSOCIATE MEMBER VACANCY

- James E. Clancy IV
- Glenn Kohl
- Louis G. Marino
- Chris Tymula

Documents: PB ALT APPS.PDF

4. PUBLIC SERVICE ANNOUNCEMENTS

- National Trails Day Proclamation
- Arts & Technology Education Fund Annual Awards

Documents: NATIONAL TRAILS DAY PROCLAMATION.PDF

5. OPEN SESSION

6. COMMITTEE VACANCIES

Documents: COMMITTEE VACANCIES.PDF

7. PUBLIC HEARINGS

- Pole Petition - Billerica Road

Documents: POLE PETITION-BILLERICA RD.PDF

8. REPORTS & PRESENTATIONS

- Gary Persichetti & Steve Jahnle - Mill Rd & Littleton Rd Infrastructure
- Vivian Merrill - Dog Park Design
- Marc Grant - Chelmsford Saves Energy Efficiency Program

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Documents: 5025 DESIGN MAY 1-SCHEME D -RENDER.PDF, PRESS RELEASE 052714
- CHELMSFORD SAVES.PDF

9. TOWN ACCOUNTANT PERFORMANCE EVALUATION

Documents: 2014 TA PERF_APPRAISAL.PDF

10. BOS OUTGOING CORRESPONDENCE

- Chelmsford Rail Notification
- SWMI Draft Letter

Documents: CHELMSFORD_RAIL_NOTIFICATION.PDF, SWMI_LETTER_DRAFT.PDF

11. TOWN MANAGER BID AWARDS

- DPW Bid Awards
- Fire Station Vehicle Exhaust Removal System
- Mill Road Sewer Pump Station Upgrade
- Fire Department Ladder Truck

Documents: DPW_BID_AWARDS.PDF, VEHICLE EXHAUST REMOVAL SYSTEM.PDF,
BID RECOMENDATION - SEWER PUMP STATION.PDF, LADDER TRUCK BID
AWARD.PDF

12. APPOINTMENTS

- Annual Town Manager Appointments
- Annual Board of Selectmen Appointments

Documents: TM APPOINTMENTS-6-2-2014.PDF, BOS APPOINTMENTS-6-2-2014.PDF

13. SELECTMEN LIAISON REPORTS & REFERRALS

14. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: June 16, 2014

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Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

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2014 AUG -6 PM 3:28
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
June 2, 2014**

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice-Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM.

Joint Meeting with School Committee to fill Nashoba School Committee Vacancy

Candidate: Maria Karafelis

School Committee Members Present: Nick DeSilvio, Al Thomas, Barbara Skaar, Michael Rigney

Town Moderator Jon Kurland called the Joint Meeting to Order at 7:02PM.

Motion: by Mr. DeSilvio to nominate Maria Karafelis to the Nashoba Valley Technical High School Committee. Seconded by Selectman Askenburg.

There were no other nominations offered.

Motion: by Selectman Hanson to close nominations. Seconded by Mr. DeSilvio. **Motion carries, unanimous.**

Mrs. Karafelis came forward to explain she has been an alternate member of this Board for several years and looks forward to working as a permanent member.

Mr. Kurland asked for a Roll Call vote:

Nick DeSilvio: Maria Karafelis

Michael Rigney: Maria Karafelis

Al Thomas: Maria Karafelis

Barbara Skaar: Maria Karafelis

Selectman Hanson: Maria Karafelis

Selectman Joyce: Maria Karafelis

Selectman Dixon: Maria Karafelis

Selectman Askenburg: Maria Karafelis

Chairman Wojtas: Maria Karafelis

Approved 7/28/2014

Motion: by Selectman Joyce to adjourn the Joint Meeting with the Board of Selectmen and the Chelmsford School Committee at 7:05PM. Seconded by Selectman Hanson.

Motion carries, unanimous.

Joint Meeting with Planning Board to Fill Associate Member Vacancy

Candidates: James E. Clancy IV, Glenn Kohl, Louis G. Marino, Chris Tymula

Planning Board Members present: Ed Roux, George Zaharoolis, Nancy Araway, Mike Raisbeck, Jeff Apostolakes, Colleen Stansfield, Henry Parlee (7:12PM)

The applicants were asked to speak to their interest in applying for this position.

James Clancy explained his experience as an attorney can be an asset to this board, and he would like to learn and help where needed.

Glenn Kohl explained he is also interested in learning and cited his experience as a business owner.

Louis Marino was not present.

Chris Tymula cited his 20 years of civil engineering experience in commercial and residential development to include storm water design.

Selectman Joyce asked Mr. Tymula if he foresaw any conflicts for work done in Chelmsford. Mr. Tymula explained at present his company has no work in Chelmsford and if the situation should arise, he would recuse himself.

Motion: by Mr. Roux to nominate Chris Tymula as Associate Member to the Planning Board. Seconded by Selectman Joyce.

Motion: by Mrs. Stansfield to nominate Glenn Kohl as Associate Member to the Planning Board. Seconded by Mr. Zaharoolis.

There were no further nominations offered.

Motion: by Mr. Raisbeck to close nominations. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Roll Call Vote:

Mr. Zaharoolis: Glenn Kohl
Ms. Araway: Chris Tymula
Mr. Roux: Chris Tymula
Mr. Raisbeck: Chris Tymula
Mrs. Stansfield: Glenn Kohl
Mr. Parlee: Glenn Kohl
Mr. Apostolakes: Glenn Kohl
Selectman Joyce: Chris Tymula
Selectman Hanson: Glenn Kohl
Selectman Askenburg: Chris Tymula

Approved 7/28/2014

Selectman Dixon: Glenn Kohl

Chairman Wojtas asked for a total of the votes and was advised that Mr. Tymula had 5 votes, and Mr. Kohl had 6. She explained she felt both candidates were very well qualified for this position, and to avoid a tie she cast her vote for Glenn Kohl.

Motion: by Mr. Zaharoolis to adjourn the Joint Meeting with the Board of Selectmen and the Planning Board at 7:30PM. Seconded by Selectman Hanson. **Motion carries, unanimous.**

Public Service Announcements

National Trails Day Proclamation

Conservation Agent Alison LeFlore explained this day is being celebrated on June 7, 2014 and has been done for 20 years. Active supporters of the Town's recreation areas and trails were thanked for their work, as there is a lot of work done to maintain the trails. This year's activities will be a plant walk at the Lime Quarry Reservation starting at 10:00AM. There is also a scavenger hunt geared towards children which can be completed any time up to June 20, 2014. Forms are available at the library, the Town's website and at the Conservation Office.

A proclamation was read by Selectman Askenburg and accepted by Ms. LeFlore.

Arts and Technology Education Fund Annual Awards

Kirk Marshal, ATEF Chairman, thanked the Town for its ongoing support of this program. Grant recipients were called up and photographed, and a description of their project was provided.

Open Session

No one came forward at this time.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Public Hearings

Pole Petition-Billerica Rd.

Joseph Gleason spoke on behalf of Verizon to request to withdraw the Petition without prejudice as he has discovered this proposal was heard last September. He apologized for the confusion.

Motion: by Selectman Askenburg to accept the withdrawal of the Pole Petition for Billerica Rd. without prejudice, as requested. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reports and Presentations

Gary Persichetti & Steve Jahnle-Mill Rd. and Littleton Rd. Infrastructure

Mr. Jahnle explained recent paving done on Mill Rd. was completed in order to level areas that needed attention. Sidewalk and drainage improvements will be completed next, and then a finish coat will be applied to the road. Pump station improvement work was listed and described. The

Approved 7/28/2014

work is being done as the station is at capacity during times of peak flow. This work has received attention due to a development project being planned in this area, however, funding of the work was approved at Spring 2014 Town Meeting, prior to the project being discussed. It was also noted that the proposed project would be serviced by a different pump station. Work being done to widen the road is similar to work done on Warren Avenue, and does not need Planning Board approval. The work has no impact to scenic road requirements.

Work being done on Littleton Rd. is being done by the State, and is not under Chelmsford's jurisdiction. The pump station on Katrina Rd. handles flows from this area, and is not at capacity to date.

Vivian Merrill-Dog Park Design

Mrs. Merrill showed a concept plan of the proposed Dog Park showing a parking area, small dog, large dog, pavilion and agility areas. Grant funding for the construction of the park requires the Town to match 10% of the grant award, which can be up to \$250,000.00. The Chelmsford Dog Association has been able to secure \$2,500.00 from the Community Action Program, and \$10,000.00 from the Community Preservation Committee's Recreation Capital Improvement Account. Mrs. Merrill presented a check for \$15,000.00, which includes the CAP funds, to the Town Manager in order that the Town can apply for the remaining grant funding. Other ongoing fundraising activities were described, and design work is continuing. It is hoped the park can be built by this Fall.

Motion: by Selectman Askenburg to accept the gift of \$15,000.00 from the Chelmsford Dog Association toward additional grant funding for the construction of a public Dog Park at 54 Richardson Rd., as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Marc Grant-Chelmsford Saves Energy Efficiency Program

Residents are invited to participate in an energy assessment of their home, and they will be eligible for free and reduced cost energy saving improvements. Contact information was provided. Funding will be based on response, and Mr. Grant hopes to hold monthly events to increase participation. The goal is to have at least 500 households sign up for the program. As more households sign up for the program, the Town will receive additional funding for outreach purposes.

Town Accountant Performance Evaluation

The draft review was read into the record. The Board agreed that Ms. Lussier works well with employees and is well respected as confirmed by the recently completed DOR report.

Motion: by Selectman Askenburg that the Board of Selectman designate the overall performance evaluation for Darlene Lussier to be "Consistently Exceeds Expected Level of Performance". Seconded by Selectman Joyce. **Motion carries, unanimous.**

BOS Outgoing Correspondence **Chelmsford Rail Notification**

Approved 7/28/2014

Chairman Wojtas drafted a letter requesting that the Town be notified of any situation involving a train derailment, not just those involving hazardous materials. Selectman Dixon explained he attended the meeting with Pan Am regarding the derailment in Westford. Hazardous material training was discussed, and a manifest is kept on the train but a limited number of people are allowed to see it. The Fire Chief felt the Westford Chief acted appropriately in the situation in his town. In such an event, there is a concern about leaks and exposure to water bodies, and not having access to a manifest can cause delays to determine a course of action if needed. Selectman Askenburg acknowledged that trains and trucks are a known target for terrorists, so the refusal to share a manifest could be a Homeland Security issue.

Motion: by Selectman Askenburg to accept and submit the proposed letter to the congressional delegation regarding train derailments, written by Chairman Wojtas, as amended. Seconded by Selectman Joyce. **Motion carries, unanimous.**

SWMI Draft Letter

This letter was written to oppose the SWMI regulations as proposed.

Motion: by Selectman Askenburg to accept and submit the proposed letter to the Executive Office of Energy and Environmental Affairs regarding the Sustainable Water Management Initiative (SWMI), as amended. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Town Manager Bid Awards

DPW Bid Awards

Mr. Cohen noted price differences from last year where appropriate on the list provided to the Board.

Motion: by Selectman Askenburg to accept the Town Manager's bid award for FY15 DPW Materials/Service Bids, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Fire Station Vehicle Exhaust Removal System

This system was not included in the cost to construct the building.

Motion: by Selectman Askenburg to accept the Town Manager's bid award for a Pneumatic Vehicle Exhaust Removal System, to Air Cleaning Specialists of New England, LLC in the amount of \$41,712.00, and that the Bid Alternate amount is not accepted. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Mill Road Sewer Pump Station Upgrade

Motion: by Selectman Askenburg to accept the Town Manager's bid award for Mill Road Sewer Pump Station Upgrades to Methuen Construction Company, Inc. in an amount not to exceed \$552,000.00. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Approved 7/28/2014

Fire Department Ladder Truck

Fire Chief Curran explained the current ladder truck has been out of service for 4 weeks, and another 2 weeks are expected. They are hoping to have the replacement vehicle by September, which is a demo vehicle. The price of the vehicle under consideration is \$100,000.00 under budget. They would like to enter into a purchase and sale agreement so the vehicle is taken off the market, and they can do training and equipment installation by August. The new vehicle will have a 100 foot tower for the attached bucket.

Motion: by Selectman Askenburg to accept the Town Manager's bid award for one 2013 Smeal Rearmount Tower Ladder on a Smeal Sirius Chassis, to Smeal Apparatus Co. in an amount not to exceed \$895,444.00, as presented. Seconded by Selectman Joyce.

Motion carries, unanimous.

Appointments

Board of Assessors

Motion: by Selectman Joyce to re-appoint Elyssa Magnant to the Board of Assessors. Seconded by Selectman Hanson. Selectman Askenburg abstained, all others in favor.

Motion carries.

Annual Town Manager Appointments

Motion: by Selectman Askenburg to approve the list of Annual Town Manager's re-appointments, as amended. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Annual Board of Selectmen Appointments

Selectman Joyce suggested that the appointment of Town Counsel be reviewed next year.

Motion: by Selectman Askenburg to approve the list of Annual Board of Selectmen re-appointments, as amended. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Town Manager Reports

Notice was received that the Attorney General's Office has approved the warrant articles passed at Spring Town Meeting.

There will be a meeting on Wednesday, June 4, 2014 at the Public Library regarding the Glenview Landfill operation. Everyone is welcome.

Selectmen Liaison Reports and Referrals

Selectman Askenburg:

- Residents and local business owners were encouraged to attend the Glenview Landfill meeting.
- A letter from Sandi Martinez was received regarding the 276 Mill Rd. 40B project. It states the Town failed to hire an independent project engineer to review the entire project. Mr. Cohen explained that peer reviews are paid for by the applicant and were completed as required by the Board of Appeals.

Selectman Joyce:

Approved 7/28/2014

- A request was made for more frequent reviews of Town Counsel cases and billing. Mr. Cohen advised monthly invoices can be included in the Selectmen's packets or via e-mail.
- Work at Tri-Board meetings will continue with the next meeting to be determined.
- Policy review requests can be sent to Chairman Wojtas to be discussed on a future agenda.
- The mission and goals of the CIVIC Committee were clarified by Selectman Hanson.

Selectman Hanson:

- Future updates regarding the new Grinder Pump bylaw were requested.
- Office hours will be held on Thursday, at the Java Room from 5:00-6:00PM.

Selectman Dixon:

- Carol Cleven was congratulated for the recent recognition given by the CIVIC Committee.

Chairman Wojtas:

- Participants from McCarthy Middle School were congratulated on their awards received from an online State competition on bridge design.
- A plastic & styrofoam drop-off event is being held on June 7, 2014 from 9:00AM-1:00PM.
- The next book drop-off date for the Library Book sale will be June 14, 2014 from 9:00AM-12:00PM at the Dutton House.
- A work session will be held for the Board on June 23, 2014 starting at 6:00PM to discuss FY15 Board and Town Manager goals.

Press Questions

No one came forward at this time.

Next Regular Meeting: June 16, 2014.

Motion: by Selectman Askenburg to adjourn this meeting at 9:06PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Letter of May 8, 2014 regarding vacancy on Nashoba Valley Technical School District Committee
- Committee Applications for Planning Board vacancy
- Proclamation for National Trails Day
- Chelmsford Arts and Technology Education Fund Award Winners
- List of Committee Vacancies
- Memo of May 20, 2014 regarding the Pole Petition for Billerica Rd.
- Richardson Rd. Dog Park Concept Plan
- Press Release of May 27, 2014 for Chelmsford Saves Program
- Performance Review for Darlene Lussier
- Proposed draft letters for Pan Am Railroad and the Executive Office of Energy and Environmental Affairs

Approved 7/28/2014

- FY15 DPW Materials/Services Bid Results, Highway Division Bid Awards, Vehicle Exhaust Removal system Bid Results, Sewer Pump Station Upgrade Bid Results and Ladder Truck Bid Result
- Lists of Town Manager and Board of Selectmen Annual Appointment Renewals



BOARD OF SELECTMEN MEETING AGENDA - REVISED

June 16, 2014
Offices, 50 Billerica Road
Chelmsford, MA 01824
Room 204

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST
2. JOINT MEETING W/ SCHOOL COMMITTEE TO FILL NASHOBA SCHOOL COMMITTEE ALTERNATE MEMBER VACANCY

- Richard Defreitas

Documents: NVTHSC AD 6-5-14.PDF, NVTHSC DEFREITAS.PDF

3. PUBLIC SERVICE ANNOUNCEMENTS

- Fran McDougal & Kathy O'Brien - The Chelmsford Farmers' Market 2014 Season Opening 6/19/2014 2:00 PM
- Bob & Lois Kelley, Celebrations Committee - Country Fair
Jeff Hardy, Parade Committee - Fourth of July Parade

Documents: 2014 SEASON OPEN.PDF, JULY-4TH_ACTIVITIES-14.P

4. OPEN SESSION

5. COMMITTEE VACANCIES

Documents: COMMITTEE VACANCIES.PDF

6. PUBLIC HEARINGS

- Pole Petitions: Chelmsford St.

Worthen St.

Documents: POLE PETITION-CHELMSFORD ST.PDF, POLE PETITION-WORTHEN ST.PDF

7. LICENSES

- One Day Beer and Wine License - Denise Rainis, July 2, 2014, CCA
- One Day Beer and Wine License - Kathleen Noran, July 12, 2014, CCA
- Special One Day Expansion of Entertainment License - Brickhouse Center Pub & Pizzeria, 1 Central Square, July 3, 2014
- All Alcohol License - NOBO Restaurant, 20 Boston Rd.
- Change of Beneficial Interest, Pledge of License and Pledge of Inventory - Apple New England LLC d/b/a Applebee's Neighborhood Grill and Bar

TOWN OF CHELMSFORD
DORRIS A. Z. MALONEY
TOWN CLERK

2014 JUN 16 PM 1:00

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Documents: ONE DAY-CCA-07-2-2014.PDF, ONE DAY-CCA-07-12-2014.PDF, ENTERTAINMENT-BRICKHOUSE.PDF, NOBO.PDF, APPLEBEES.PDF

8. REPORTS & PRESENTATIONS

- Tricia Dzuris, Asst. to Town Manager - SeeClickFix Citizen Request Tracker & Shop Chelmsford Mobile Applications
- Darlene Lussier, Town Accountant - Budget Update
- Evan Belansky, Community Development Director - Economic Development Update

Documents: CHELMSFORD - SECLICKFIX OVERVIEW PRESENTATION.PDF, FY14 YTD BUDGET REPORT MAY 31.PDF, FY14 YTD REV MAY 2014.PDF, REVOLVING FUNDS BALANCES.PDF

9. SHEEHAN FARM PRESERVATION RESTRICTION

Documents: APR_SHEEHAN_PROPERTY.PDF

10. TOWN MANAGER REPORTS

11. TOWN MANAGER BID AWARDS

- DPW Bid Awards Items 11-16

Documents: DPW BID AWARDS ITEMS 11-16.PDF

12. APPOINTMENTS

- Annual Re-Appointments
- Bicycle & Pedestrian Advisory Committee - unexpired 3 year term ending 6/30/2016

Documents: COMMITTEE RE-APPT 6-16-14.PDF, COMMITTEE_APPLICATION-BPAC-MORSE.PDF

13. MEETING MINUTES

- Regular Meeting Minutes: March 24, 2014

Documents: 3-24-2014 BOS MINUTES - TO BOS.PDF

14. SELECTMEN LIAISON REPORTS & REFERRALS

15. PRESS QUESTIONS

16. EXECUTIVE SESSION

- Strategies with respect to collective bargaining
- Town Accountant FY15 Compensation

NEXT REGULAR MEETING DATE: JUNE 30, 2014

RECEIVED
2014 JUN 16 PM 1:00
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Call 1-800-4-A-FOOD

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BOARD OF SELECTMEN MEETING AGENDA

June 16, 2014

Offices, 50 Billerica Road

Chelmsford, MA 01824

Room 204

RECEIVED

2014 JUN 11 AM 9:26

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST
2. JOINT MEETING W/ SCHOOL COMMITTEE TO FILL NASHOBA SCHOOL COMMITTEE ALTERNATE MEMBER VACANCY

- Richard Defreitas

Documents: NUTHSCLADERS-14.PDF, WVTSCDEFREITAS.PDF

3. PUBLIC SERVICE ANNOUNCEMENTS

- Fran McDougal & Kathy O'Brien - The Chelmsford Farmers' Market 2014 Season Opening 6/19/2014 2:00 PM
- Jeff Hardy, Parade Committee - Fourth of July Parade

Documents: 2014 SEASON OPEN.PDF, JULY 4TH ACTIVITIES-14.PDF

4. OPEN SESSION

5. COMMITTEE VACANCIES

Documents: COMMITTEE VACANCIES.PDF

6. PUBLIC HEARINGS

- Pole Petitions: Chelmsford St.

Worthen St.

Documents: POLE PETITION-CHELMSFORD ST.PDF, POLE PETITION-WORTHEN ST.PDF

7. LICENSES

- One Day Beer and Wine License - Denise Rainis, July 2, 2014, CCA
- One Day Beer and Wine License - Kathleen Noran, July 12, 2014, CCA
- Special One Day Expansion of Entertainment License - Brickhouse Center Pub & Pizzeria, 1 Central Square, July 3, 2014
- All Alcohol License -NOBO Restaurant, 20 Boston Rd.
- Change of Beneficial Interest, Pledge of License and Pledge of Inventory - Apple New England LLC d/b/a Applebee's Neighborhood Grill and Bar

Documents: ONE DAY-CCA-07-2-2014.PDF, ONE DAY-CCA-07-12-2014.PDF, ENTERTAINMENT-BRICKHOUSE.PDF, NOBO.PDF, APPLEBEES.PDF

8. REPORTS & PRESENTATIONS

- Tricia Dzuris, Asst. to Town Manager - SeeClickFix Citizen Request Tracker & Shop Chelmsford Mobile Applications
- Darlene Lussier, Town Accountant - Budget Update
- Evan Belansky, Community Development Director - Economic Development Update

Documents: [CHELMSFORD - SEECCLICKFIX OVERVIEW PRESENTATION.PDF](#), [FY14 YTD BUDGET REPORT MAY 31.PDF](#), [FY14 YTD REV MAY 2014.PDF](#), [REV'D WING FUNDS BALANCES.PDF](#)

9. TOWN MANAGER REPORTS

10. TOWN MANAGER BID AWARDS

- DPW Bid Awards Items 11-16

Documents: [DPW BID AWARDS ITEMS 11-16.PDF](#)

11. APPOINTMENTS

- Annual Re-Appointments
- Bicycle & Pedestrian Advisory Committee - unexpired 3 year term ending 6/30/2016
- Council on Aging - 3 year term ending 6/30/2017

Documents: [COMMITTEE RE-APPT 8-16-14.PDF](#), [COMMITTEE APPLICATION BEAC-MORSE.PDF](#), [COUNCIL ON AGING APPLICATION-ABKENBURG.PDF](#)

12. SHEEHAN FARM PRESERVATION RESTRICTION

Documents: [AFF_SHEEHAN_PROPERTY.PDF](#)

13. MEETING MINUTES

- Regular Meeting Minutes: March 24, 2014

Documents: [3-24-2014 BOS MINUTES - TO BOS.PDF](#)

14. SELECTMEN LIAISON REPORTS & REFERRALS

15. PRESS QUESTIONS

16. EXECUTIVE SESSION

- Strategies with respect to collective bargaining
- Town Accountant FY15 Compensation

NEXT REGULAR MEETING DATE: JUNE 30, 2014

Approved 11/10/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
June 16, 2014**

RECEIVED

2014 NOV 12 PM 12:17

TOWN OF CHELMSFORD
OMORINA Z. MALONEY
TOWN CLERK

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM.

Joint Meeting with School Committee to Fill Nashoba School Committee Alternate Member Vacancy

Candidate: Richard DeFreitas

School Committee Members Present: Al Thomas, Nick DeSilvio, Barbara Skaar, Mike Rigney
School Committee Member Not Present: Evelyn Thoren

Town Moderator Jon Kurland called the meeting to order at 7:01PM.

Motion: by Selectman Hanson to nominate Richard DeFreitas to the Nashoba Valley School Committee as an Alternate Member. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

There were no further nominations.

Motion: by Selectman Joyce to close nominations. Seconded by Mr. Rigney. **Motion carries, unanimous.**

Mr. DeFreitas came forward to say he is looking forward learning his job on this committee. He agreed to bring up the request to have meetings broadcast at the next meeting.

Roll call Vote:

Mr. DeSilvio- Richard DeFreitas
Mr. Rigney- Richard DeFreitas
Mr. Thomas- Richard DeFreitas
Ms. Skaar- Richard DeFreitas
Selectman Hanson- Richard DeFreitas
Selectman Joyce- Richard DeFreitas
Selectman Dixon- Richard DeFreitas
Selectman Askenburg- Richard DeFreitas
Chairman Wojtas- Richard DeFreitas

Motion: by Selectman Joyce to adjourn the Joint Meeting at 7:05PM. Seconded by Selectman Hanson. **Motion carries, unanimous**

Public Service Announcements

Fran McDougal and Kathy O'Brien-The Chelmsford Farmer's Market 2014 Season Opening June 19, 2014 2:00PM

Ms. McDougal announced the ninth season will open on June 19, 2014 and will run every Thursday through October 2, 2014. Each week will offer different entertainment and the market will run rain or shine. A market bag & T-shirt were presented to each Board member.

Ms. McDougal explained that the CIVIC Committee honors people that have volunteered for the Town over the years, and their mission statement was read into the record. Work is ongoing to compile a list of past volunteers.

Jeff Hardy, Parade Committee-Fourth of July Parade

Mr. Hardy invited the public to watch this year's parade. The Committee thanked everyone for their generous support, and volunteers are still needed to help carry banners.

Bob & Lois Kelley, Celebrations Committee-Country Fair

Mr. Kelley announced the Fair opens at 5:00PM on July 3, and events were listed. The US Army National Guard is a new vendor this year, and there are 66 booth spaces. Everyone is welcome.

Open Session

Chris Bowman, 3 Julio St., provided 2 handouts to the Board and explained that she has been speaking with various state agencies regarding "safe harbor" in Affordable Housing. She feels there were several missed opportunities that could have prevented the high density project from being approved on Mill Rd. She asked the Board to read her material and she hopes to hear from them in the future.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Public Hearings

Pole Petition: Chelmsford St.

Joseph Gleason for Verizon explained the request is from National Grid for a mid-span pole 60 feet west of Alpine Lane to support the placement of additional equipment to meet increased demand for electricity.

There were no questions from the audience.

Selectman Joyce requested that Verizon be more active in having wires transferred faster as a way to reduce the number of double poles. Mr. Gleason did not know what type of equipment was being installed on this line. Selectman Askenburg suggested asking National Grid to come in to answer more questions.

Motion: by Selectman Askenburg to continue the Public Hearing for the Pole Petition for Chelmsford St. to June 30, 2014 at 7:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Pole Petition: Worthen St.

Joseph Gleason explained this is a mid-span pole request to provide additional service for a new building on North Rd. Several other poles are old and may also be changed in this neighborhood.

There were no questions from the audience.

Mr. Gleason assured the Board that the old poles were not in danger of coming down. Selectman Joyce reiterated his request that double poles be rectified in a quicker manner. Mr. Gleason explained all the other carriers must move their equipment before Verizon can move their own. This mid-span pole will shore up existing wires. Similar to the previous request, National Grid will be asked to appear to provide more information.

Motion: by Selectman Askenburg to continue the Public Hearing for the Pole Petition for Worthen St. to June 30, 2014 at 7:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Licenses

One Day Beer and Wine License-Denise Rainis, July 2, 2014, CCA

Mrs. Rainis explained the event is the 46th Annual Art Festival being held at the CCA on July 3 & 4th. The reception for the show will include refreshments, and there will be a TIPS certified bartender.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License to the Chelmsford Art Society on July 2, 2014 for the hours of 7:00PM-9:00PM to be exercised on the premises at 1A North Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

One Day Beer and Wine License-Kathleen Noran, July 12, 2014, CCA

Ms. Noran explained the event is a private bridal shower, and TIPS certification will be provided.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License for Kathleen Noran for July 12, 2014 for the hours of 8:00AM-3:00PM, to be exercised on the premises at 1A North Rd. contingent upon providing evidence of TIPS certification. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Special One Day Expansion of Entertainment License-Brickhouse Center Sports Grill, 1 Central Square, July 3, 2014

Charlie Micol requested permission for outdoor entertainment in conjunction with the July 4th parade and Country Fair activities. There will be a 16x20' stage in the parking lot. They have

spoken with abutters, police and fire departments and no issues were noted. Alcohol will only be served on the deck, and the entertainment will be concluded by 8:00PM.

Motion: by Selectman Askenburg to approve a Special One Day Expansion of the Entertainment License for Brickhouse Center Sports Grill on July 3, 2014 for the hours of 4:00PM-8:00PM to be exercised on the premises at One Central Square, as approved by the Police Department; approval by the Fire Department is contingent on Final Inspection, and contingent on Building Department approval. Seconded by Selectman Joyce. **Motion carries, unanimous.**

All Alcohol License-NOBO Restaurant, 20 Boston Rd.

Julian Yu, Theresa Yu and Jonathan Yu were present to answer any additional questions about this application for a Japanese restaurant. They are very excited to be coming to Chelmsford.

Audience Comments:

John Harrington, Harrington Liquors, Summer St., supported the application and felt the restaurant would be a great addition.

Board Comments:

Chairman Wojtas explained it is the Board's policy to wait two weeks for any additional comments.

Motion: by Selectman Askenburg to continue the Public Hearing for an All Alcohol License for NOBO Restaurant to June 30, 2014 at 7:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Change of Beneficial Interest, Pledge of License and Pledge of Inventory-Apple New England, LLC d/b/a Applebee's Neighborhood Grill and Bar

The request is an administrative change within the organization that requires formal approval by the Town.

Motion: by Selectman Askenburg to approve a Change of Beneficial Interest, Pledge of License and Pledge of Inventory-Alcoholic Beverage Restaurant License for Apple New England d/b/a Applebee's Neighborhood Grill and Bar to be exercised on the premises at 50 Drum Hill Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reports and Presentations

Tricia Dzuris, Asst. to Town Manager-SeeClickFix Citizen Request Tracker & Shop Chelmsford Mobile Applications

Ms. Dzuris introduced a new mobile app launched today that residents can use to notify Town Officials of issues around Town. The program can be downloaded on any smart phone, and is used successfully in Boston and Lowell. The goal is to have most issues resolved within 7 days, and residents will receive an e-mail confirmation on who is responsible for taking care of the issue. This is not for police or fire emergencies which should continue to be called into 911 dispatch.

The Shop Chelmsford Mobile App is almost ready to launch, and will allow local businesses to post special offers on it.

Local volunteer opportunities and other events can be found on the Chelmsford Now website.

Darlene Lussier, Town Accountant-Budget Update

Revenues were 98% collected by the end of May, which is very strong. Motor vehicle excise collections exceeded the budgeted amount by \$285,000.00. Local Hotels and Meals taxes are paid by the state on a quarterly basis and are averaging around \$230,000.00 per quarter. Permitting fees came in at \$92,000.00, which is an increase of 20% over last year. Non-recurring revenue is up due to interest from a bond sale.

Expenditures are 94% spent. There is one more payroll to be paid, and several encumbrances are expected due to invoices needing to be received. Special Revenue Funds can only be used for the specific purpose for which the account was created. The School Lunch Program has a \$27,000.00 deficit which will be covered as a warrant, and a listing of Revolving Funds and Donation accounts and Reserved for appropriation Funds were provided.

Capital projects were listed, and all of them except the new Center Fire Station and the ESCO payment have been paid. Payments for police details are awaited, and once received will take care of the \$85,000.00 deficit currently showing.

Evan Belansky-Community Development Director-Economic Development Update

The current Economic Development program has four elements: Guiding Principles, Zoning and Planning, Partners, and Local Initiatives. The current commercial vacancy rate is around 5%. New outreach efforts should be ready for promotion in September or October. Generally, the market will dictate the best use of commercial space, however if the proper zoning is not in place it can make properties difficult to sell to investors.

Sheehan Farm Preservation Restriction

Several Chelmsford Land Conservation Trust members were present in the audience. Chairman Dale Williams came forward to advise the Board that their attorney has forwarded revised language for Section 3C of the document. Town Counsel Attorney Shirin Everett asked if the Board was willing to allow the Land Trust's request to review and approve all leases and licenses for use of the parcel to ensure that any proposed uses fall within the purview of the Agricultural Preservation document. Mr. Williams argued that if the Land Trust has no control of the document's language, they would be unable to enforce the restriction. Mr. Cohen wished to protect future agricultural uses that are not present today; the proposed Land Trust language would prohibit such activities. Board members will review the discussion at a previous meeting and will vote on the proposed wording at the next meeting on June 30, 2014. Mr. Williams explained the Trust is not interested in negotiating the costs of the leases and licenses, but only the agricultural uses of the land.

Town Manager Reports

Approved 11/10/2014

State Senator Michael Barrett has reported that funding has been allocated for the demolition of vacant buildings on the UMass/Lowell West Campus. The Governor still needs to release the funds.

The Glenview Landfill will begin to receive material as soon as the week of June 23, 2014. The Police Department will be notified of the actual start date.

Language for the invitation to bid on a Grinder Pump Maintenance Contract is being finalized and should be ready for the Board's approval at the next meeting. It is hoped the contract will be in place by July.

FEMA has requested more information regarding regional mitigation plans, before releasing funding requested for the Williamsburg Condominiums river issue. NMCOG will continue to work on a regional hazardous mitigation plan with participating communities over the next year.

The Police Department has submitted a federal grant application to pay for two additional police officers.

The MMA is requesting communities to send a letter of opposition regarding proposed legislation that will allow wireless telecommunication companies to not follow local zoning bylaws when designing and installing telecommunication structures.

Town Manager Bid Awards

DPW Bid Award Items

A list of items included in the bids was read into the record, along with last year's costs for these items.

Motion: by Selectman Askenburg to approve the Town of Chelmsford FY15 DPW Materials/Service Bids for Bid Items #11, #12, #13, #14, #15, and #16, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Appointments

Annual Re-Appointments

Selectman Askenburg requested that annual appointments be made more public in the event new people wish to be considered. Mr. Cohen agreed to ask Ted Lutter to look into establishing a general mailbox where residents can contact the various boards and committees.

Motion: by Selectman Askenburg to approve the annual Town Manager and Board of Selectmen Committee appointments dated June 16, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Bicycle & Pedestrian Advisory Committee-unexpired 3 year term ending 6/30/16

Motion: by Selectman Askenburg to approve the Town Manager's appointment of Robert Morse to the Bicycle and Pedestrian Advisory Committee for a term to expire June 30, 2016. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-March 24, 2014

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of March 24, 2014, as presented. Seconded by Selectman Hanson. Mr. Joyce abstained, all others in favor. **Motion carries.**

Selectmen Liaison Reports and Referrals

Selectman Dixon:

-Jim Lane was congratulated for his work as a baseball coach this season.

Selectman Askenburg:

-Agenda items for this Thursday's Finance Committee Meeting were read into the record. They will begin discussions of the FY16 budget cycle.

Selectman Joyce:

-Two street lights requested by the Town to be installed by Santander Bank as part of their permit are not working. Mr. Cohen reported that all Town-owned street lights in this area have been replaced with new LED lights.

-An update of the Oddfellows Building was requested. Mr. Cohen explained the current lease to Santander Bank will expire in 2020, and under the lease Santander has no obligation to do anything to the building. The real estate trust that owns the building has no financial or legal incentive to do anything with the building except keep it standing. This could create delays in implementing the Center Village Master Plan.

-Mr. Cohen was asked why the widening of Mill Rd. was necessary, as sidewalks had already been installed. Mr. Cohen agreed to review the area in question.

Selectman Hanson:

-The Selectman is glad to see the SeeClickFix app go live.

-There will be no Office Hours this Thursday.

Chairman Wojtas:

-All recent graduates were congratulated.

-New Eagle Scout Tyler Connolly was congratulated on completing his project.

-Jo-Jo White will be speaking at the Library on June 18, 2014 starting at 7:00PM.

-A book drop-off will be held at the Library on June 23, 2014.

-Project Trio will hold a concert at the Chelmsford Center for the Arts on June 17, 2014- everyone is welcome.

-Mr. Cohen was asked to provide an update on the National Grid issue at Scotty Hollow Condominiums. Mr. Cohen explained that the resident was contacted, and interim steps to address the issue are being taken while a permanent solution is installed. The permanent work is expected to be completed by 2015. The Town has no control over electric supply issues on private property.

Press Questions

Approved 11/10/2014

No one came forward at this time.

Executive Session

Motion: by Selectman Askenburg at 10:18PM, to adjourn to Executive Session, not to return to Regular Session, for the purpose of discussing Strategies with respect to collective bargaining and Town Accountant FY15 Compensation. Seconded by Selectman Joyce.

Roll Call Vote:

Selectman Hanson: Aye

Selectman Joyce: Aye

Selectman Dixon: Aye

Selectman Askenburg: Aye

Chairman Wojtas: Aye

Next Regular Meeting: June 30, 2014

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Committee Application for Nashoba Valley School Committee
- Flyer for the Farmers Market
- List of Committee Vacancies
- Supporting documents for Pole Petitions
- One Day License applications
- Supporting documents for NOBO Restaurant
- Supporting documents for Applebee's Restaurant
- Presentation-SeeClickFix
- Presentation-FY15 Budget Update
- Sheehan Farm Preservation Restriction document
- Bid Award documents
- Lists of Annual appointments
- Committee application
- Draft Meeting minutes



BOARD OF SELECTMEN WORK SESSION AGENDA
June 23, 2014
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Room 204

1. CALL TO ORDER - 6:00 PM

- Board of Selectmen / Town Manager FY 15 Goals

NEXT REGULAR MEETING DATE: June 30, 2014

RECEIVED

2014 JUN 19 AM 11:25

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

DR
2011

2011-10-10 10:10:10

RECEIVED

Approved 8/25/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2014 AUG 26 PM 4:10

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Work Session Meeting MINUTES
June 23, 2014**

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice-Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 6:00 PM.

The purpose of this meeting is to establish the Goals for the Board and the Town Manager for FY15.

The list of goals from FY14 was provided for review and discussed as follows.

Fiscal Goals

Selectman Joyce suggested a goal of creating a policy on prioritizing allocation of Free Cash. Selectman Askenburg offered a goal of proactively providing guidance and input to the Town Manager into budget process discussions for FY16. Selectman Joyce added a goal of getting the message out that they are trying to do something to help residents. Monthly budget updates should be a policy, not a goal.

Work on creating a solar farm at the Swain Landfill is ongoing with the consultant, and would not be considered a fiscal goal. Chelmsford Center for the Arts is working with National Grid to address their energy costs. There are no issues at Chelmsford Community Center.

Economic Development

Community Development Director Evan Belansky is compiling a database concerning commercial vacancy rates. The Affordable Housing Production Plan is being updated by the Affordable Housing Committee as a lot has changed since 2012. Selectman Askenburg suggested site walks be done for the next plan. The situation at the Oddfellows Building and the Fiske House will continue to be monitored. The status of Preservation Restriction documents is as follows: Bob Morse is coordinating language with the Chelmsford Land Conservation Trust on the Sheehan Farm document, the Pond St. Beach document is completed, a field survey is pending for Sunny Meadow Farm, and the document for Oak Hill is not done. It is expected the Vinal Square Master Plan will be completed soon. The RFP to advance the

redevelopment for the Katrina Rd. Brownfield site should be ready in a month. Verizon has announced that it will not be able to continue any work for the underground utility project until its expenses for Phase One of the project are paid off and they have adequate funding to move forward.

Community Outreach

Public Input Sessions will be done as needed due to light attendance at the several previous sessions. Communication with state legislators will focus on sending correspondence, as they have indicated that as a preferred method; periodic meetings with the delegation will also be held. Chairmen's Meetings will be done as needed. Comments received from the public survey sent out in January, 2014 are still being transcribed. Work is ongoing to establish a grinder pump maintenance system to comply with the bylaw passed at Town Meeting. Monitoring of the Fire Station Headquarters Project and the Energy Services Contract will continue.

Operational

The Town's website has been upgraded substantially over the past year. The latest enhancement is the implementation of the SeeClickFix mobile application. Updating approved minutes to the website is now to be done by the Chairman or the Department head for the committees involved. Selectman Askenburg is continuing to work with appropriate parties in establishing a process to digitize the Town's history.

Additional Goals

Town Counsel can be asked to conduct additional workshops when needed. Chairman Wojtas suggested hosting a session on how to run a meeting. The Comcast license renewal is coming up next year. Goals concerning Mixed-Use Package Store licenses and the performance appraisal process have been completed.

New Goals

Selectman Joyce suggested creating a five-year strategic fiscal plan for all departments. Mr. Cohen advised this is already being addressed by the Master Plan Implementation Committee, and he provides capital expense and financial forecast plans as part of his budget process. The School Department does their own plan. The Master Plan Implementation Committee will be asked to do a presentation at a future Board meeting.

Selectman Askenburg suggested exploring revenue enhancing and cost saving opportunities. A costing study for regionalization and consolidation could be useful for the school department operation. A Tri-Board sub-committee could be formed to look at ways the school department could fund full-day Kindergarten. An in-depth review of department budgets and BOS financial policies could also be done. The BOS handbook may need updating.

Selectman Dixon offered to be an informal liaison between different Town groups as a way they can work together cohesively.

Selectman Hanson asked if stipends should be discussed by the Board. Chairman Wojtas suggested that this item should not be initiated by the Board. It could be addressed by the Finance Committee, and submitted for Town Meeting action as deemed appropriate.

Chairman Wojtas asked the Board's opinion on whether full day Kindergarten should be a separate part of the Town budget. The Board and Town Manager agreed this item should be funded from the overall budget allocation for the school department.

Mr. Cohen asked the Board to think about what should be done with the current Center Fire Station building after the Fire Department moves into the new headquarters. He hopes to have a grinder pump implementation program that complies with the new bylaw ready to execute in August. He asked the Board to think about how to meet the financial goals of OPEB obligations, funding full-day Kindergarten and to define meaningful "tax relief" for residents for the next Tri-Board meeting.

Motion: by Selectman Askenburg to adjourn this meeting at 7:45PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Next Regular Meeting: June 30, 2014

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

-Board of Selectmen/Town Manager Goals FY14 document



BOARD OF SELECTMEN MEETING AGENDA

June 30, 2014

Town Offices, 50 Billerica Road

Chelmsford, MA 01824

Dennis Ready Meeting Room 204

— REVISED 6/30/14

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

3. OPEN SESSION

4. COMMITTEE VACANCIES

- Center for the Arts Advisory Committee (1) 1 year term ending 6/30/2015
- CIVIC Committee (1) 3 year terms ending 6/30/2017
- Community Action Program (2) 1 year terms ending 6/30/2015
- Community Preservation Fund Committee (2) 3 year term ending 6/30/2017
- Cultural Council (2) 3 year terms ending 6/30/2017
- Finance Committee (2) 3 year terms ending 6/30/2017
- Great Brook Farm Advisory Committee (1) 1 year term ending 6/30/2015
- Economic Development Commission (2) 3 year terms ending 6/30/2017
- Energy Conservation Committee (2) 3 year term ending 6/30/2017
- Historical Commission (1) 3 year term ending 6/30/2017
- Land Management Subcommittee (1) 2 year term ending 6/30/2016
- North Town Hall Advisory Committee (1) 1 year term ending 6/30/2015
- Personnel Board (1) 3 year term ending 6/30/2017

Documents: COMMITTEE VACANCIES.PDF

5. SHEEHAN FARM AGRICULTURAL PRESERVATION RESTRICTION

Documents: APR_SHEEHAN_PROPERTY.PDF

6. PUBLIC HEARINGS

- Continuation of Public Hearing for Joint Pole Petitions: Chelmsford & Worthen Streets
- Public Hearing: For suspension or revocation of All Alcohol Restaurant License due to tax delinquency - India Palace, 313 Littleton Rd.

Documents: POLE PETITION-CHELMSFORD ST.PDF, POLE PETITION-WORTHEN ST.PDF, POLE PETITION CORRESPONDENCE.PDF, INDIAPALACE.PDF

7. LICENSES

- One Day Beer & Wine License - Madeline Needles, CCA, 8/2/2014
- Continuation of Public Hearing - All Alcohol License, NOBO Restaurant, 20 Boston Rd.

Documents: ONEDAYLICENSE-CCA-8-2-2014.PDF, NOBOCONTINUED.PDF

8. REPORTS & PRESENTATIONS

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

2014 JUN 30 AM 11:08

RECEIVED

- William Harvey - Extension for Dutton House Relocation
- John Sousa, Treasurer/Collector - Bond Sale FY15 Capital Issuance
- John Chemaly, Trinity Ambulance Fees
- David Hedison - Chelmsford Woods, Payment in lieu of Taxes Agreement
- Gary Persichetti, DPW Director & Mike Vosnakis, Sewer Operations - Grinder Pump Maintenance and Inspection RFP

Documents: BOND AUCTION RESULTS 6 24 14XLS.PDF, TOWN OF CHELMSFORD RATE INCREASE LETTER 2014.PDF, CHELMSFORD PILOT AGREEMENT CHELMSFORD WOODS.PDF, DRAFT SEWER GRINDER PUMP RFP - JUNE 2104.PDF, CHELMSFORD CALL POLICY 6-25-14.PDF, CHELMSFORDSERVICE.PDF

9. BID AWARDS

- McCarthy Middle School Plumbing

Documents: MCCARTHY MS - LETTER OF RECOMMENDATION.PDF

10. TOWN MANAGER REPORTS

- Double Pole Listing
- Greenwood Estates Ch 40B Application
- List of Qualified Officers

Documents: DOUBLE POLE REPORT-06-19-2014.PDF, GREENWOOD ESTATES.PDF, QUALIFIED OFFICERS.PDF

11. APPOINTMENTS

Re-Appointments:

- Commission on Disabilities: Joseph O'Neil (3) year term ending 6/30/2017
- Economic Development Commission: Brad Marmo (1) year term ending 6/30/2015
- IT Capital Advisory Committee: Melissa Andrews (1) year term ending 6/30/2015
- NTH Advisory Committee: John Thompson (1) year term ending 6/30/2015

New Appointments:

- CIVIC Committee (BOS appt): Robert Joyce (3) year term ending 6/30/2017
- Commission on Disabilities: Lisa DeLaria (3) year term ending 6/30/2017
- Conservation Commission: Chris Tymula (3) year term ending 6/30/2017
- Council on Aging: Robert Hamilton(3) year term ending 6/30/2017
Michael McTeague(3) year term ending 6/30/2017
Robert Noy (3) year term ending 6/30/2017
Anne Smith (3) year term ending 6/30/2017
- Sign Committee: Ann Durso (3) year term ending 6/30/2017

Documents: APPLICATIONS-6-30-14.PDF

RECEIVED
 2014 JUN 30 AM 11:08
 TOWN OF CHELMSFORD
 ONORINA Z. MALONEY
 TOWN CLERK

12. TOWN MANAGER PERFORMANCE APPRAISAL

Documents: PEC_2014_REVIEW_DRAFT.PDF

13. MEETING MINUTES

- Regular Meeting Minutes: April 14, 2014
- Regular Meeting Minutes: May 12, 2014

Documents: 4-14-14 BOS MINUTES.1.PDF, 5-12-14 BOS MINUTES.PDF

14. BOS OUTGOING CORRESPONDENCE

- Draft Correspondence re:Wireless Tower Legislation

Documents: WIRELESS_TOWER_LETTER.PDF, LOCAL ZONING THREATENED BY WIRELESS TELECOM INDUSTRY BILLS.PDF

15. SELECTMEN LIAISON REPORTS & REFERRALS

16. PRESS QUESTIONS

17. EXECUTIVE SESSION

- FY15 Town Manager Compensation
- Collective Bargaining, Police Union
- Shyjan Litigation

NEXT MEETING DATE: July 14, 2014

RECEIVED
2014 JUN 30 AM 11:08
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK



BOARD OF SELECTMEN MEETING AGENDA

June 30, 2014

Town Offices, 50 Billerica Road

Chelmsford, MA 01824

Dennis Ready Meeting Room 204

RECEIVED
2014 JUN 26 PM 2:51
TOWN OF CHELMSFORD
ONORINA Z. MCLODNEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST
2. PUBLIC SERVICE ANNOUNCEMENTS
3. OPEN SESSION
4. COMMITTEE VACANCIES

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Documents: ONEDAYLICENSE-CCA-8-2-2014.PDF, NOBOCONTINUED.PDF

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- John Sousa, Treasurer/Collector - Bond Sale FY15 Capital Issuance
- John Chemaly, Trinity Ambulance Fees
- David Hedison - Chelmsford Woods, Payment in lieu of Taxes Agreement
- Gary Persichetti, DPW Director & Mike Vosnakis, Sewer Operations - Grinder Pump Maintenance and Inspection RFP

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Michael McTeague(3) year term ending 6/30/2017
Robert Noy (3) year term ending 6/30/2017
Anne Smith (3) year term ending 6/30/2017
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Documents: APPLICATIONS-6-30-14.PDF

12. TOWN MANAGER PERFORMANCE APPRAISAL

RECEIVED
2014 JUN 26 PM 2:51
TOWN OF CHELMSFORD
ONORINA & TOWN
TOWN CLERK

Documents: PEC_2014_REVIEW_DRAFT.PDF

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WIRELESS TELECOM INDUSTRY BILLS.PDF

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16. PRESS QUESTIONS

17. EXECUTIVE SESSION

- FY15 Town Manager Compensation
- Collective Bargaining, Police Union
- Shyjan Litigation

NEXT MEETING DATE: July 14, 2014

RECEIVED
2014 JUN 26 PM 2:51
TOWN OF CHELSEA
ONORINA Z. FALONE
TOWN CLERK

Approved 12/1/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2014 DEC -2 PM 3:49

TOWN OF CHELMSFORD
ONORHA L. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
June 30, 2014**

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM. No one else present was recording this meeting.

Public Service Announcements

There were no public service announcements this evening.

Open Session

No one came forward for Open Session at this time.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Sheehan Farm Agricultural Preservation Restriction

Discussion tabled, as it was 7:02PM and no one from the Land Conservation Trust was present yet.

Public Hearings

Continuation of Public Hearing for Joint Pole Petitions: Chelmsford and Worthen Streets

Discussion tabled as no one from Verizon or National Grid were present yet.

Public Hearing: For suspension or revocation of All Alcohol Restaurant License due to tax delinquency-India Palace, 313 Littleton Rd.

Town Treasurer/Collector John Sousa presented a list of unpaid taxes for FY2013 to the Town Manager. The business owner made one installment payment and never made any more. Everyone testifying was sworn in by Atty. Tom McInerney who was present on behalf of Town Counsel. The business owner came forward and explained he has the check for the balance of the taxes; he has no excuse for not following up on this debt except he's been very busy. A check for \$565.84 was given to Mr. Sousa. The hearing will be kept open for 2 weeks while the check clears. Mr. Sousa will provide him a receipt.

Motion: by Selectman Askenburg to continue the Public Hearing for India Palace to July 14, 2014 at 7:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Sheehan Farm Agricultural Preservation Restriction

Approved 12/1/2014

Chairman for the Chelmsford Land Conservation Trust Dale Williams came forward and stated he received the documents this afternoon and he provided suggested revisions to the Board, Town Manager, and Town Counsel. Mr. Williams called the Massachusetts Land Trust Coalition and spoke with Richard Hubbard who agreed the Land Trust should have a right to review and comment on leases, as most conflicts arise from non-agricultural uses such as petting zoos and mini-golf courses. The Land Trust is agreeable to changing the language regarding having 'authority to approve leases' to having 'authority to review and make recommendations on leases'. They also agree to the 30-day time frame and other review parameters. Other changes were listed and the Land Trust will agree to all of them. Because the parcel was purchased using Community Preservation Act funds, the Land Trust acknowledges it must hold and enforce the restriction document.

Motion: by Selectman Askenburg to support and approve the Agricultural Preservation Restriction for Sheehan Farm as amended and agreed. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Pole Petitions

Joseph Gleason was present for Verizon, and explained National Grid has requested to withdraw without prejudice the Pole Petition for Worthen St. as they will access power from North Rd. instead.

Motion: by Selectman Askenburg to allow the request by Verizon and National Grid to withdraw the Pole Petition for Worthen St. without prejudice. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Chelmsford St.

An overloaded transformer is affecting service to a hair salon and gas station, so a new pole will hold a new transformer bank. The new pole will be 60 feet from Alpine Lane to service businesses at Parlmont Plaza. Verizon may put some wire on the new pole as they are replacing old wire.

No comments were received from the audience.

Motion: by Selectman Askenburg to close the Public Hearing for the Verizon Pole Petition for Chelmsford St. by Alpine Lane. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to approve Verizon Pole Petition #71 dated May 19, 2014, for Chelmsford St. by Alpine Lane. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Mr. Gleason advised the Board that due to a change in management he will no longer be in the position to address the double pole issue as this duty has been shifted to another contractor. He and the Board acknowledged the list of existing double poles is still inaccurate. Mr. Gleason provided updated contact information for both Verizon and National Grid public relations people. Selectman Askenburg requested a letter be sent that the new representatives come to the next Board meeting.

Licenses

One Day Beer and Wine License-Madeleine Needles, CCA, August 2, 2014

Ms. Needles explained the license is for a private party and a TIPS certified bartender will be present.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License for Madeleine Needles on August 2, 2014 for the hours of 3:00PM-6:00PM to be exercised on the premises at 1A North Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Continuation of Public Hearing-All Alcohol License, NOBO Restaurant, 20 Boston Rd.

Chen Yu, Theresa Yu, and Jonathan Yu were present for any further questions. No comments were received since the prior hearing and there were no comments from the audience.

Theresa Yu confirmed that when she is not present at the restaurant, another partner will be present.

Motion: by Selectman Askenburg to close the Public Hearing for an All Alcohol License for NOBO Restaurant. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to Approve an All Alcohol License application for The Yu Restaurant Group d/b/a NOBO Restaurant to be exercised on the premises at 20 Boston Rd. with a seating capacity of 140, hours of operation will be Monday-Thursday 11:30AM-10:00PM, Friday and Saturday 11:30AM-11:00PM and Sundays from 10:00AM-10:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reports and Presentations

William Harvey-Extension for Dutton House Relocation

Discussion tabled as Mr. Harvey was not present.

John Sousa, Treasurer/Collector-Bond Sale FY15 Capital Issuance

Four firms sent bids for the recent bond sale which will provide funding for the FY15 Capital Plan, the Fire Department Ladder Truck, coolers/freezers for Parker Middle School and the High School; and Varney Playground.

Motion: by Selectman Askenburg that the Board of Selectmen of the Town of Chelmsford, MA (the "Town") certify that at a meeting of the Board held June 30, 2014, of which meeting all members of the Board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the Board:

Voted: that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the \$1,315,000 borrowing authorized by the vote of the Town passed May 5, 2014 (Article 11) is hereby determined pursuant to G.L. c.44, §7(9) to be as follows:

<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
Ladder Truck	\$1,200,000	11 years
Parker Middle School-Cooler/Freezer	\$40,000	11 years
High School-Cooler/Freezer	\$75,000.	11 years

Further Voted: that the sale of the \$3,248,352 General Obligation Municipal Purpose Loan of 2014 Bonds of the Town dated July 8, 2014 (the "Bonds"), to FTN Financial Capital Markets at the price of \$3,574,329.17 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on June 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2016	\$503,352	5.00%	2021	\$190,000	2.00%
2017	505,000	5.00	2022	190,000	3.00
2018	505,000	5.00	2023	190,000	2.25
2019	505,000	5.00	2024	190,000	2.50
2020	280,000	5.00	2025	190,000	2.50

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated June 17, 2014 and a final Official Statement dated June 24, 2014 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

The Board further certifies that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Seconded by Selectman Joyce. **Motion carries, unanimous.**

John Chemaly-Trinity Ambulance Fees

Mr. Chemaly explained his company is requesting a 5% rate increase due to an increase in gas prices, and reductions in health insurance, Medicare and Medicaid payments. They have not requested an increase from the Town since 2012. The increase will apply to Basic Life Support services (BLS) only, not Advanced Life Support services (ALS).

Motion: by Selectman Askenburg to approve the requested rate increase by Trinity Emergency Medical Service for BLS Emergency at \$1,500.00, and BLS Mileage at \$51.50 effective July 1, 2014. Seconded by Selectman Joyce. **Motion carries, unanimous.**

David Hedison-Chelmsford Woods, Payment in Lieu of Taxes Agreement

Director for Chelmsford Housing Authority David Hedison and Chief Assessor Frank Reen were present for questions regarding the agreement. The payment would be \$12,500.00 during construction and \$25,000.00 annually thereafter. Tax Credit Law allows such agreements for 30 years; extensions can be requested after the term expires.

Motion: by Selectman Askenburg to approve the "Agreement to Make Payments in Lieu of Taxes" as presented by the Chelmsford Housing Authority for the Affordable Housing Project at 261-267 Littleton Rd. a/k/a Chelmsford Woods. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Mr. Hedison announced that the Veterans' housing project on Manahan St. should be ready to open by the end of September.

Gary Persichetti, DPW Director and Mike Vosnakis, Sewer Operations-Grinder Pump Maintenance and Inspection RFP

An interim contract with RF Mahoney Co. is being used until the final contract is awarded in order that inspection work can begin by July 1, 2014 as promised. The contract should be finalized by September. Affected residents can contact the Town directly for service. A bond will be requested of the contractor. Inspections are done at a fixed rate and maintenance costs will be billed hourly. Tom Gilroy, of the Grinder Pump Study Committee, advised he was told that a certain number of inspections would be free of charge as some properties had never had an inspection before. Mr. Cohen agreed a postcard would be sent to the 537 residents with grinder pumps by regular mail to advise them of the new process.

William Harvey-Extension for Dutton House Relocation

Mr. Harvey requested an extension to October 1, 2014. He will work with the Town to relocate the books currently stored in the building. Madeleine Needles asked why the electricity to the building had already been disconnected. Mr. Persichetti agreed to coordinate a temporary arrangement so security lights and the custodians' workshop could still be used.

Motion: by Selectman Askenburg to approve the request by William Harvey to extend the deadline for the relocation of the Dutton House to October 1, 2014. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Bid Awards

McCarthy Middle School Plumbing

Three bids were received for this work. Mr. Persichetti advised that the bids were less than expected, which will allow for work to be done to more bathrooms.

Motion: by Selectman Askenburg to approve the Town Manager's bid award for McCarthy Middle School Bathroom Upgrades, to Classic Construction Corp. in an amount not to exceed \$217,800.00. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Town Manager Reports

Double Pole Listing

This was previously discussed during the Pole Petition Hearing.

Greenwood Estates Chapter 40B Application

A Comprehensive Permit is being requested to construct 13 buildings to include 8 single family homes and one subsidized group home at 271 Riverneck Rd. The Board of Appeals will open their hearing in August.

List of Qualified Officers

The list was presented to the Board and is the same as last year.

Glenview Landfill Update

Deliveries have begun to the site. Several Town officials have completed a site visit, and the Conservation Commission will open their hearing on July 15, 2014. Traffic will be studied in September after school starts to determine if adjustments are needed. No issues have been reported to date. Periodic reports will be submitted, and a balloon test is still planned. Selectman Askenburg requested a link be added to the Town website referencing this project.

Appointments:

Re-Appointments

Motion: by Selectman Askenburg to approve the Town Manager's re-appointment of Joseph O'Neill to the Commission on Disabilities for a term to expire June 30, 2017; of Brad Marmo to the Economic Development Commission for a term to expire June 30, 2015; of Melissa Andrews to the IT Capital Advisory Committee for a term to expire June 30, 2015; and of John Thompson to the North Town Hall Advisory Committee for a term to expire June 30, 2015. Seconded by Selectman Joyce. **Motion carries, unanimous.**

New Appointments

Motion: by Selectman Askenburg to appoint Robert Joyce to the CIVIC Committee for a term to expire June 30, 2017. Seconded by Selectman Hanson. Selectman Joyce abstained, all others in favor. **Motion carries.**

Motion: by Selectman Askenburg to approve the Town Manager's appointments of Lisa DeLaria to the Commission on Disabilities for a term to expire June 30, 2017; of Chris Tymula to the Conservation Commission for a term to expire June 30, 2017; of Robert Hamilton, Michael McTeague, and Ann Smith to the Council on Aging for terms expiring June 30, 2017; and of Ann Durso to the Sign Advisory Committee for a term to expire June 30, 2017. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Town Manager Performance Appraisal

Chairman Wojtas indicated she has received positive feedback from Town employees and she cited the Town's Standard and Poor's credit rating as positive. The upcoming year's goals for the Town Manager were also listed. Selectman Joyce suggested that more definitive goals be used for next year. Selectman

Askenburg felt continued negotiations with the School Department for improved training and development and field and building maintenance be pursued. Selectmen Hanson and Dixon agreed the Manager is doing an excellent job based on successes with union agreements, health care cost decreases, completed public projects, improving bond ratings, and for his work with legislators to address the UMass/Lowell West Campus.

Selectmen Joyce and Askenburg suggested tax relief goals be included as Town Manager goals, but the rest of the Board felt addressing this through Tri-Board meetings and the on-going budget process, was more appropriate.

Motion: by Selectman Hanson that the Town Manager's Performance Appraisal be rated as "Consistently exceeds expected level of performance". Seconded by Selectman Dixon. Selectmen Joyce and Askenburg opposed, all others in favor. **Motion carries.**

Motion: by Selectman Hanson to approve the Town Manager's Performance Appraisal as presented with a change to the date of goal #2 to June 30, 2015. Seconded by Selectman Dixon. Selectmen Joyce and Askenburg opposed, all others in favor. **Motion carries.**

Meeting Minutes

Regular Meeting Minutes-April 14, 2014

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of April 14, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Regular Meeting Minutes-May 12, 2014

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of May 12, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

BOS Outgoing correspondence

Draft Correspondence re: Wireless Tower Legislation

Motion: by Selectman Askenburg to approve the proposed letter to the Legislative Delegation regarding Wireless Tower Legislation, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Askenburg:

- Each Town Department is now responsible for posting their own minutes to the town website
- Residents were wished a Happy July 4th holiday.

Selectman Dixon:

- The Chelmsford Police Department was congratulated on a recent successful drug bust, and he hopes their success will continue.

Selectman Hanson:

- Residents were encouraged to visit the Dunk Tank at the July 4th Country Fair at the Town Common. He will be volunteering to get dunked starting at 7:30PM that evening.

Selectman Joyce:

-An update was requested regarding electrical issues at Scotty Hollow Condominiums. Selectman Dixon explained that National Grid is awaiting engineering reports and the problem may be in the underground wiring. The problem is affecting Kelshill Drive residents as well. Up to 1800 feet of cable may need to be replaced.

Chairman Wojtas:

-MacKay Library is hosting a free music concert every Wednesday at 6:30PM. The first concert will be held on July 9, 2014 and the program will continue through the summer.

-The tentative date for the next Tri-Board meeting will be July 21, 2014 at 7:00PM.

Press Questions

Molly Loughman of the Chelmsford Independent requested a copy of the Sheehan Farm Agricultural Preservation Restriction document which will be forwarded to her.

Executive Session

Motion: by Selectman Askenburg to adjourn to Executive Session at 9:24PM, not to return to Regular Session, for the purpose of discussing Town Manager FY15 Compensation, Collective Bargaining with the Police Union, and the Shyjan Litigation. Seconded by Selectman Joyce.

Roll Call Vote:

Selectman Hanson: Aye

Selectman Joyce: Aye

Selectman Dixon: Aye

Selectman Askenburg: Aye

Chairman Wojtas: Aye

Next Regular Meeting: July 14, 2014

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

-List of Committee Vacancies

-E-mail of June 26, 2014 from Shirin Everett regarding the Sheehan Farm Preservation Restriction and a draft copy of the Restriction document.

-E-mail of June 24, 2014 from Joseph Gleason regarding the Chelmsford St. Pole Petition and other documents relating to the same petition

-Supporting documents for Worthen St. Pole Petition

-Supporting documents for India Palace Tax hearing

-A list dated June 19, 2014 regarding existing double poles in Town

-Supporting documents for One Day Licenses

-Supporting applications for NOBO Restaurant All Alcohol License

-Language and bid summaries for Town's bond purchase and sale

-Letter from Trinity Emergency Medical Service dated June 26, 2014

Approved 12/1/2014

- Draft Agreement to Make Payments in Lieu of Taxes for Chelmsford Woods
- Draft Request for Proposals for Grinder Pump Maintenance Contract
- Letter of June 27, 2014 from Weston & Sampson regarding bids for McCarthy Middle School
- Letter dated January 9, 2014 regarding Greenwood Estates
- Town Manager's list of Qualified Officers
- Committee Applications
- Draft Minutes
- Town Manager Employee Performance Review for FY2014
- Draft letter from the Board to the Legislative Delegation and supporting background information



BOARD OF SELECTMEN MEETING AGENDA

July 14, 2014

Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

2014 JUL 10 PM 2:27

RECEIVED

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Deadline for Citizen Petition Warrant Articles: 8/4/14 at 4PM

Documents: PUBLIC NOTICE BOS DEADLINE CITIZEN PETITIONS FALL PDF

3. OPEN SESSION

4. COMMITTEE VACANCIES

- Center for the Arts Advisory Committee (1) 1 year term ending 6/30/2015
- Community Action Program (2) 1 year terms ending 6/30/2015
- Community Preservation Fund Committee (2) 3 year term ending 6/30/2017
- Cultural Council (2) 3 year terms ending 6/30/2017
- Economic Development Commission (1) 3 year terms ending 6/30/2017
- Finance Committee (2) 3 year terms ending 6/30/2017
- Great Brook Farm Advisory Committee (1) 1 year term ending 6/30/2015
- Energy Conservation Committee (2) 3 year term ending 6/30/2017
- Historical Commission (1) 3 year term ending 6/30/2017
- Land Management Subcommittee (1) 2 year term ending 6/30/2016
- North Town Hall Advisory Committee (1) 1 year term ending 6/30/2015
- Personnel Board (1) 3 year term ending 6/30/2017

Documents: COMMITTEE VACANCIES PDF

5. PUBLIC HEARINGS

- Continuation of Public Hearing: For suspension or revocation of All Alcohol Restaurant License due to tax delinquency - India Palace, 313 Littleton Rd

Documents: INDIAPALACE PDF

6. LICENSES

- One Day Beer & Wine License: Chelmsford Community Center, 7/24/14

Documents: ONE DAY BEER & WINE PDF

7. REPORTS & PRESENTATIONS

- Onorina Maloney, Town Clerk - Sign Warrant for State Primary
- Stephanie Lee, Verizon Double Pole Report

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Documents: DOUBLE POLE REPORT 02-19-2014.PDF, WARRANT SEPTEMBER 5, 2013 PRIMARY ELECTION.PDF

8. TOWN MANAGER REPORTS

- Updated Chapter 40B Subsidized Housing Inventory
- Green Community 2014 Competitive Grant Award
- Request for crosswalk at Littleton Rd. and Oak St.
- Katrina Rd. RFP's
- Varney Playground RFP

Documents: SUBSIDIZED HOUSING INVENTORY 2014, CHELMSFORD HIGH SCHOOL FOOTBALL LEAGUE PROJECT NARRATIVE PDF, SALE OF INDUSTRIAL LAND PROPOSAL 7-3-14 PDF, SOLAR PV ON INDUSTRIAL LAND PROPOSAL 7-2-14 PDF, RFP FOR DESIGN SERVICES 7-11-14 VARNEY PLAYGROUND FILE

9. BOS / TM FY15 GOALS

Documents: FY15 GOALS DRAFT.PDF

10. MEETING MINUTES

- Joint Meeting with Community Preservation Commission - April 16, 2014

Documents: 4-16-14 CPD BUS MINUTES PDF

11. SELECTMEN LIAISON REPORTS & REFERRALS

12. PRESS QUESTIONS

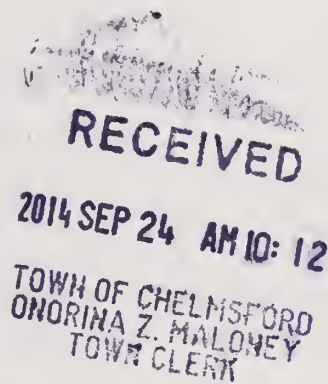
NEXT REGULAR MEETING DATE: July 28, 2014

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2014 JUL 10 PM 2:27
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Approved 9/22/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
July 14, 2014**



Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia. There were no other attendees recording the meeting.

Chairman Wojtas called the meeting to order at 7:00 PM.

Public Service Announcements

Deadline for Citizen Petition Warrant Articles: August 4, 2014 at 4:00PM

Chairman Wojtas announced the deadline to submit Citizens Petitions for consideration at Fall Town Meeting is August 4, 2014, by 4:00PM.

Open Session

Lynn Marcella and Jeff Hardy from the Parade Committee thanked everyone who supported the July 4th Parade and Country Fair this year. Raffle winners and banner participants were announced, sponsors were listed, and float award winners were listed. Committee members will be helping the Town of Littleton organize their celebratory parade.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Public Hearings

Continuation of Public Hearing: For suspension or revocation of All Alcohol Restaurant License due to tax delinquency-India Palace, 313 Littleton Rd.

The business is paid in full and is now up to date on its tax obligations.

Motion: by Selectman Askenburg to close the Public Hearing for India Palace. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to accept the tax payment from India Palace as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Approved 9/22/2014

Selectman Joyce asked the Town Manager to look into whether legal fees or collection costs can be collected from delinquent payers.

Licenses

One Day Beer and Wine License-Chelmsford Community Center July 24, 2014

Laura Lee explained the event is a free movie night beginning at 7:00PM.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License to the North Chelmsford Advisory Committee for July 24, 2014 for the hours of 6:00PM-11:00PM, to be exercised on the premises at 31 Princeton St. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reports and Presentations

Onorina Maloney, Town Clerk-Sign Warrant for State Primary

Polling hours and locations were listed.

Motion: by Selectman Askenburg to approve the Warrant for September 9, 2014 State Primary Election as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Stephanie Lee, Verizon Double Pole Report

Ms. Lee advised that poles are jointly owned with National Grid in all municipalities. Verizon is the agent responsible for maintenance of poles in the Town of Chelmsford. Double poles exist for a variety of reasons including age, vehicle accidents and power upgrades. Transfer of wires from the old pole to the new pole is done in order by provider. All poles in town will be audited as the current list does not show some double poles on Pine Hill Rd. and Amble Rd. Board members provided additional information on poles that were not listed on the current report provided by Verizon. Ms. Lee explained the poles will be prioritized after the audit, and weather will affect how quickly work can be done. Ms. Lee advised she can be contacted at 617-743-5440.

Town Manager Reports

Updated Chapter 40B Subsidized Housing Inventory

The updated list includes the units that will be built at 276 Mill Rd. There are now a total of 1,169 subsidized units in Chelmsford. The Town needs to have 1,375 units in order to comply with the State's Chapter 40B 10% requirement.

Green Community 2014 Competitive Grant Award

The Town received an award of \$128,732.00 from this program. The funding will be used to replace two cooling units at Chelmsford High School.

A separate application was submitted for upgrades to the McCarthy Middle school for upgrades so the building could be used as an emergency shelter.

Request for crosswalk at Littleton Rd. and Oak St.

This request was submitted to the State, and the Town is awaiting a response.

Katrina Rd. RFP's

This RFP is for the redevelopment of this site. Any proceeds from a lease of this property would be used for continued remediation of the site. It is hoped the site can be purchased or leased as a solar farm location.

Varney Playground RFP

This RFP is for Phase One improvements outlined in the Varney Playground Master Plan. A State grant was previously awarded that will pay for 50% of the improvements. The goal is to have this project awarded by August.

BOS/Town Manager FY2015 Goals

The list provided is the result of a prior work session. Quarterly updates will be provided regarding the status of these goals.

Meeting Minutes

Joint Meeting with Community Preservation Committee Meeting Minutes-April 16, 2014

Motion: by Selectman Askenburg to approve the Joint Meeting Minutes of April 16, 2014 as presented. Seconded by Selectman Joyce. Selectmen Dixon and Hanson abstained, all others in favor. **Motion carries.**

Selectmen Liaison Reports and Referrals

Selectman Hanson:

- Thanks to all who came out for the July 4th activities.
- Office hours will be held on Thursday, at the Java Room from 5:00-6:00PM.

Selectman Joyce:

- The Chelmsford Business Association, Parade Committee and the Lions Club were commended for doing a great job organizing July 4th activities.
- The Planning Board is holding a Public Hearing for site plan review on the parking area behind the Town Offices and the Little League fields. All affected parties have contributed funds to the project.
- The Town Manager was asked who controls invasive plant management. Mr. Cohen explained it depends on who owns the affected property. The Town has a TREE Committee that can be contacted for details. Most of the Town's properties are managed by DPW, the Tree Warden or the Conservation Commission.
- The Town Manager was asked to follow up on the status of electric service at the Dutton House.

Selectman Askenburg:

No Referrals or Reports

Selectman Dixon:

- The July 4th Parade was a great event.
- Condolences were given to the family of Elmer Bartels, whose funeral was held today. He was a strong ADA advocate, and will be missed by many.

Approved 9/22/2014

Chairman Wojtas:

-The Library will be collecting used books on Wednesday, July 16, 2014 from 1:00-3:00PM.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: July 28, 2014.

Motion: by Selectman Askenburg to adjourn this meeting at 8:05PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Public Notice for Fall 2014 Annual Town Meeting
- List of Committee Vacancies
- One Day License application
- Supporting documents for India Palace
- Warrant for September 9, 2014 State Primary
- Double Pole Summary Status List
- Chapter 40B Subsidized Housing List
- CHS Rooftop Units Project Narrative
- Supporting documents and narrative for Katrina Rd. RFP
- RFP for Varney Playground
- FY2015 BOS/TM Goals List
- Meeting Minutes

BOARD OF SELECTMEN MEETING AGENDA
JOINT WITH SCHOOL COMMITTEE & FINANCE COMMITTEE
July 21, 2014
School Administration Building
230 North Road
Chelmsford, MA 01824

RECEIVED

2014 JUL 15 PM 4:

TOWN OF CHELMSFORD
ONORINA Z. MALONE
TOWN CLERK

1. CALL TO ORDER - 7:00 PM

- Darlene Lussier - FY14 Budget Report & Estimate of Free Cash
- Tri-Board Budget Discussion

NEXT REGULAR MEETING: July 28, 2014

007/2020

12/12/2020

12/12/2020

Approved 8/25/2014

Town of Chelmsford
Board of Selectmen Minutes
School Administration Building
230 North Rd.
Chelmsford, MA 01824

RECEIVED

2014 AUG 26 PM 4:10

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Tri-Board Meeting MINUTES
July 21, 2014**

Board of Selectmen Attending:

Patricia Wojtas, Chairman
Matthew Hanson, Selectman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk

Paul Cohen, Town Manager
John Sousa, Town Treasurer
Darlene Lussier, Town Accountant

Not Present: George Dixon, Jr., Selectman

School Committee Attending:

Al Thomas
Michael Rigney
Barbara Skaar
Evelyn Thoren (7:25PM)
Nick DeSilvio

Ann Marie Fiore, IT Manager

Not Present: Frank Tiano, Superintendent, Kathleen Williams, Business Manager

Finance Committee Attending:

Sheila Pichette
Tom Gilroy
Stratos Dukakis
James Clancy (7:22PM)
Kathy Duffet
Patrick Kimera

Not Present: Margarita Kaliviotas

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:03PM.

Mr. Gilroy announced that there are two new members of the Finance Committee.

Darlene Lussier-FY14 Budget Report and Estimate of Free Cash

Ms. Lussier explained that she is waiting for some statements to be finalized. She noted that excise tax amounts came in higher than expected, but that increase will not likely continue next year. The Town collected 99.8% of its property tax revenue, which is common when the economy gets stronger. Expenditures will have some encumbrances, which were listed. Free Cash has not been certified by the

Approved 8/25/2014

DOR yet, and the estimated amount at this time is \$2,550,320. This amount will change after the DOR audit, reserved amounts, interest from sewer betterment and amounts for the deficit are figured in to the final result.

Ms. Lussier advised the Boards against using Free Cash to alter the tax base, as this practice can cause large jumps in tax bills for the following year. Motor Vehicle excise tax rates also vary widely from year to year because of the formula used for vehicle depreciation.

A certified Free Cash amount should be received in September.

Tri-Board Budget Discussion

Mr. Cohen asked attendees to offer suggestions on how to fund the conflicting goals of tax relief, OPEB obligations, and the School Department's objective of funding full day Kindergarten. He noted that this year there were not many Department turn-backs of funding, and that Local State Aid has not increased significantly since 2000, although expenses have increased significantly.

Mr. Rigney felt that in order to provide tax relief to residents there would need to be an increase in the commercial tax base. The School Department has lobbied to protect state aid, and even though the State is realizing increased income, it is not being returned to cities and towns. Chairman Wojtas suggested more local option initiatives may be needed. Selectman Joyce suggested that more eligible groups be asked to pay into the "Payment in Lieu of Taxes" program, as there are many large non-profit agencies in Town that are not required to pay taxes. Currently only one non-profit entity pays into this program.

Mr. Cohen provided a review of long term data and trends over the past 10 years, as well as community comparisons. Free Cash is currently 2% of the budget and has been between 0-4% in past years. The stabilization Fund is currently 6.6% of the budget, and the Town's fiscal policy is to keep this fund between 5-10% of the budget.

Selectman Askenburg felt slowing down the rate at which tax bills are growing is a form of tax relief. She recognized the Town will have continuing needs that will create debt to replace the debt that is being paid off. Mr. Cohen advised significant investment has been made to many Town buildings as it is more economical to maintain them than to replace them. Over time, some buildings will wear out and require replacement.

Selectman Askenburg asked if there was a financial modeling program available that could help project the effects of making different changes.

Selectman Joyce noted that commercial property owners are taxed differently for vacant buildings. Mr. DeSilvio felt Chelmsford offered good space for start-up companies who leave when they outgrow their space. Mr. Cohen felt the reluctance to change current zoning made it difficult to develop commercial space in a different way that might allow some of the vacant spaces to be filled.

Mr. DeSilvio felt legislators should do more to get more aid for Chelmsford. Mrs. Pichette felt zoning changes should continue to be pursued as a way to increase economic development. Mr. DeSilvio felt a .5% increase in the school budget allotment would significantly help with funding full day Kindergarten.

Several attendees noted there was no clear definition of what would constitute significant "tax relief", as a reduction in the tax base generally means seeing less of an increase in future tax bills. Psychologically,

Approved 8/25/2014

the bills are still increasing. Mr. DeSilvio noted a public trend where pension plans were failing because people were living longer and not contributing to the pool of money.

Mr. Cohen asked attendees to provide a compromise to address the three major fiscal goals understanding that not all three could be met. Most union contracts are fixed through 2016, and Chelmsford is not considered a high paying community.

Selectmen Askenburg and Hanson are reviewing the Town's Financial Policies. Their meetings will be posted, and open to the public for additional input.

Motion: by Selectman Hanson to adjourn the meeting at 9:02PM. Seconded by Selectman Joyce.
Motion carries, unanimous.

Respectfully submitted,

Vivian W. Merrill
Recording Secretary

Reference Documents:
-Financial Accounting Summaries for Town Budget



BOARD OF SELECTMEN MEETING AGENDA
July 28, 2014
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

TOWN OF CHELMSFORD
ONORINA Z. ITALONEY
TOWN CLERK

2014 JUL 23 PM 2:49

RECEIVED

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST
2. PUBLIC SERVICE ANNOUNCEMENTS

- Town of Chelmsford Fenway Park Night - August 19
- Deadline for Citizen Petition Warrant Articles: 8/4/14 at 4:00 PM

Documents: 1. FENWAY PARK NIGHT - AUGUST 19, 2014
2. CITIZEN PETITION WARRANT ARTICLES - DEADLINE 8/4/14

3. OPEN SESSION
4. COMMITTEE VACANCIES

Documents: 1. COMMITTEE VACANCIES

5. LICENSES

- One Day All Alcohol License: American Legion Post 313, 8/23/2014
- One Day Beer & Wine Licenses: Saint Vartanantz; 8/10/2014, 11/14/2014, 11/21/2014, 11/22/2014
- One Day All Alcohol Licenses: Saint Vartanantz; 10/1/2014, 10/4/2014
- Transfer of All Alcohol Restaurant License: from Omega Pizza to St. Gorge, Inc.

Documents: 1. ONE DAY ALL ALCOHOL LICENSE - AMERICAN LEGION POST 313
2. ONE DAY BEER & WINE LICENSES - SAINT VARTANANTZ
3. TRANSFER OF ALL ALCOHOL RESTAURANT LICENSE - OMEGA PIZZA TO ST. GORGE, INC.

6. PUBLIC HEARINGS

- Pole Petition - Riverneck Road

Documents: 1. POLE PETITION - RIVERNECK ROAD

7. REPORTS & PRESENTATIONS

- John Edward: Update on Affordable Housing Production Plan

Documents: 1. AFFORDABLE HOUSING PRODUCTION PLAN

8. TOWN MANAGER REPORTS

- Update on Sam's Liquors
- Update on Williamsburg Riverbank Project
- Update on Sewer Grinder Pump RFP

9. APPOINTMENTS

- Community Action Program Committee: Sharon Smith
- Energy Conservation Commission: David Sperry
- Holiday Decorating Committee:

Tricia Dzuris
Santiago Rios
Erik Merrill
Vivian Merrill
Sharon Smith
Colleen Stansfield
Elizabeth Twombly

- IT Capital Advisory Committee: Debra Lustiber
- North Town Hall Advisory Committee: Paula Nawoichik
- Parade Committee:

Thomas Boucher
Paul Cohen
James Cullen
Jeffrey A Hardy
Henry Hamelin
Charles Marcella
Lynn Marcella
Richard McLaughlin
Brian Reidy
Karen Reidy
Rick Romano
Dan Silvia
Arline Wood

Documents:

10. MEETING MINUTES

- Regular Meeting Minutes: April 7, 2014
- Regular Meeting Minutes: May 12, 2014
- Tri-Board Meeting Minutes: May 29, 2014
- Regular Meeting Minutes: June 2, 2014

Documents:

11. SELECTMEN LIAISON REPORTS & REFERRALS

12. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: August 11, 2014

RECEIVED
2014 JUL 23 PM 2:57
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Approved 12/1/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2014 DEC -2 PM 3:49

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
July 28, 2014**

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM.

Public Service Announcements

Town of Chelmsford Fenway Park Night-August 19

Tricia Dzuris invited all residents to take advantage of this trip. Tickets are \$28.00 each, and there are 150 of them available. Payment is due by August 8, 2014.

Deadline for Citizen Petition Warrant Articles-August 4, 2014 at 4:00PM

Chairman Wojtas made this announcement.

Open Session

Pat Maloney, 2 Bello Lane and Co-Chairman of the Permanent Building Committee, came forward to offer two proposals for the use of Free Cash, which was discussed at a previous televised Tri-Board meeting. The first proposal was to move the mechanics bay from the old DPW site to the new DPW facility, and the second was to demolish the Center Fire Station building on North Rd once it is vacant due to the relocation of the Fire Department to the new facility. He felt these would be prudent uses of Free Cash and less expensive than having to finance these projects. He agreed to provide the Board additional information and potential cost estimates for the two proposals.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Licenses

One Day All Alcohol License-American Legion Post 313, August 23, 2014

Edward O'Neil explained this is an annual request for an event they have held successfully for the past 7 years with no issues. Willis Drive residents will still have entrance and egress through Needham Street.

Motion: by Selectman Askenburg to approve a One Day Alternation of Premises to the American Legion Post 313 for August 23, 2014 for the hours of 12:00PM-8:00PM, to be exercised on the premises at 90 Groton Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Approved 12/1/2014

One Day Beer and Wine Licenses: Saint Vartanantz-August 10, 2014, November 14, 2014, November 21, 2014, November 22, 2014.

Araj Navoian, the Church Deacon, was present to explain these requests are for the Church Picnic on August 10, 2014, a Wine Tasting event on November 14, 2014, and the Annual Bazaar on November 21 & 22, 2014. TIPS certified servers will be present at all the events.

Motion: by Selectman Askenburg to approve One Day Beer and Wine Licenses to St. Vartanantz Armenian Church for August 10, 2014 from 12:00PM-5:00PM, November 14, 2014 from 6:00PM-10:00PM and November 21 & 22, 2014 for the hours of 12:00PM-7:00PM, to be exercised on the premises at 180 Old Westford Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

One Day All Alcohol Licenses: Saint Vartanantz-October 1, 2014 and October 4, 2014

Araj Navoian explained these requests are for two scholarship events. A TIPS Certified server will be present at both events.

Motion: by Selectman Askenburg to approve two One Day All Alcohol Licenses to St. Vartanantz Armenian Church for October 1, 2014 from 3:00PM to 7:00PM, and October 4, 2014 for the hours of 6:00PM-11:00PM, to be exercised on the premises at 180 Old Westford Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Transfer of All Alcohol Restaurant License: from Omega Pizza to St. Gorge, Inc.

Discussion tabled due to an issue with the legal notice.

Public Hearings

Pole Petition-Riverneck Rd.

Joseph Gleason, Right-of-Way Agent for Verizon, explained there is a pole in the roadway of East Randall Rd. that will be removed, and the wires will be transferred to a new pole situated across Riverneck Rd.

Mr. Gleason was advised there is a resident on Donald Rd. that would like the pole moved from in front of his home as well. He agreed to follow up on this request. The plan appears to show the new pole is in the roadway, but it will be in the soft shoulder of the road.

No comments were received from the audience.

Selectman Dixon noted that the pole would most likely be removed expeditiously, as a gas main is to be installed in the same location to service a new development in the area. Mr. Gleason foresaw a potential future request for a mid-span pole on East Randall Rd., when the area will be assessed after this coming winter.

Motion: by Selectman Askenburg to close the Public Hearing for Verizon Pole Petition for Riverneck Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to approve Verizon Pole Petition for Riverneck Rd. for Plan #72 dated July 1, 2014, for the removal of one pole and the placement of one pole. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reports and Presentations

John Edward: Update on Affordable Housing Production Plan

Mr. Edward provided a summary of the 2010 Affordable Housing Production Plan which was approved by the State in 2012. Since 2012, 224 units have been added and 48 units have dropped off the Subsidized Housing Inventory. Certification and Safe Harbor requirements were summarized for the Board's information. Mr. Edward requested direction from the Board regarding filing an update to the Plan, due to changes in site qualifications and new zoning changes that affect strategies. He will also inquire with the State if this update will extend the expiry of the current Plan.

Motion: by Selectman Askenburg to authorize the Housing Advisory Board to prepare an Update to the 2010 Affordable Housing Production Plan. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Town Manager Reports

Update on Sam's Liquors

The license holder was advised at the Board's January 6, 2014 meeting that he had a six month period to re-assign or surrender this license. Mr. Cohen was notified that the license holder filed for Chapter 7 bankruptcy last week. Mr. Cohen recommended that no action be taken in regard to the license until this action is complete, as the license is an asset to the business, and there are a number of liens against it.

Update on Williamsburg Riverbank Project

FEMA approved part of the mitigation plan that work be completed in two phases: engineering and design, and then construction. NMCOG officials are scheduled to meet with MEMA to provide additional information regarding the grant application filed to fund part of the mitigation program.

Update on Sewer Grinder Pump RFP

The notice has been advertised in all the customary channels. Mr. Cohen hopes to announce a bid award at the Board's August 25, 2014 meeting. Mailings regarding process changes for grinder pump service have been mailed to all affected residents. Selectman Askenburg requested a link to this subject be placed on the Town website's main home page.

Appointments

Motion: by Selectman Askenburg to approve the Town Manager's appointments of Sharon Smith to the Community Action Program Committee for a term to expire June 30, 2015; of David Sperry to the Energy Conservation Commission for a term to expire on June 30, 2017; of Tricia Dzuris, Santiago Rios, Erik Merrill, Vivian Merrill, Colleen Stansfield, and Elizabeth Twombly to the Holiday Decorating Committee for terms to expire December 31, 2014; of Debra Lustiber to the IT Capital Advisory Committee for a term to expire June 30, 2016; of Paula Nawoichik to the North Town Hall Advisory Committee for a term to expire June 30, 2015; and of Thomas Boucher, Paul Cohen, James Cullen, Jeffrey A. Hardy, Henry Hamelin, Charles Marcella, Lynn Marcella, Richard McLaughlin, Brian Reidy, Karen Reidy, Rick Romano, Dan Silvia, and Arline Wood to the Parade Committee for terms to expire July 31, 2015. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-April 7, 2014

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of April 7, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Regular Meeting Minutes-May 12, 2014

Approved 12/1/2014

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of May 12, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Tri-Board Meeting Minutes-May 29, 2014

Motion: by Selectman Joyce to approve the Tri-Board Meeting Minutes of May 29, 2014, as presented. Seconded by Selectman Dixon. Selectman Askenburg abstained, all others in favor. **Motion carries.**

Regular Meeting Minutes-June 2, 2014

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of June 2, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Joyce:

-A request was made to summarize the results of the discussions at the previous Tri-Board meeting. Mr. Cohen described the budgeting and town meeting processes that he will follow to finalize the FY15 and FY16 budgets. The School Department will receive an apportioned amount of funding that they will determine how to utilize. They have requested additional funding to pay for full-day Kindergarten. Mr. Cohen explained he needs to wait until he knows what the Town will receive in local aid before he can put together figures for the FY16 budget. This information should start coming in during November.

Selectman Hanson:

-Chairman Wojtas was asked if any action was taken regarding a policy review of One Day Liquor Licenses. She agreed to follow up on this matter. Mr. Cohen advised the board that State legislation has been passed that will allow package stores to be open for business on Sunday mornings.
-Office hours will be held on Thursday, at the Java Room from 5:00-6:00PM.

Selectman Dixon:

No reports or referrals.

Selectman Askenburg:

-Community Education Pre-School enrollments are now open.
-Mr. Cohen will ask Charter Environmental to come to a regular Board Meeting to discuss their project and the recently completed balloon test for the Glenview Landfill Project.

Chairman Wojtas:

-The McKay Library is hosting free concerts every Wednesday starting at 6:30PM.
-The Community Band hosts a free concert on the Town Common every Tuesday evening.

Press Questions

No one came forward at this time.

Next Regular Meeting: August 11, 2014.

Motion: by Selectman Askenburg to adjourn this meeting at 8:35PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Respectfully Submitted,

Approved 12/1/2014

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Fenway Park Flyer
- Public Notice for Town Meeting Petition deadline
- List of Committee Vacancies
- One Day License applications
- Supporting documents for Omega Pizza License Transfer
- Supporting documents for Pole Petition
- Housing Production Plan Presentation
- Committee Applications
- Draft Meeting Minutes



REVISED
8/7/14 JQ



BOARD OF SELECTMEN MEETING AGENDA

August 11, 2014

Town Offices, 50 Billerica Road

Chelmsford, MA 01824

Dennis Ready Meeting Room 204

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- 9/11 Memorial Dedication

3. OPEN SESSION

4. COMMITTEE VACANCIES

Documents: **COMMITTEE VACANCIES.PDF**

5. REPORTS & PRESENTATIONS

- Dave McLaclan: Master Plan Implementation Update

Documents: **CD MASTER PLAN STATUS - MAY 2014.PDF, MASTER PLAN-OSRM STATUS - MAY 2014.PDF**

6. TOWN MANAGER REPORTS

- Draft Fall Annual Town Meeting Warrant Articles

Board of Assessors: Town-wide property inspection

John Sousa: Municipal Charges Lien for unpaid police and fire details

- Selection Process for Chief of Police
- Arbitration Award to Include Longevity in the Calculation of the Police Sergeants Overtime Rate of Pay
- Mass DEP Provisional Approval for the Closure of the Glenview Landfill
- STOP sign on Pennock Road at Abbott Lane

Documents: **2014 FALL ATM LIST OF WARRANT ARTICLES.PDF, 2014 FALL ANNUAL TOWN MEETING WARRANT.PDF, CITIZEN PETITION WARRANT ARTICLES.PDF, ASSESSORS PROPERTY INSPECTION PROGRAM.PDF, MUNICIPAL CHARGES LIEN.PDF, CHELMSFORD NEBPA OVERTIME AWARD.PDF, GLENVIEWCAD PROV APPR JUL 2014.PDF, STOP SIGN -PENNOCK.PDF**

7. MEETING MINUTES

- Regular Meeting Minutes: May 19, 2014

Documents: **5-19-14 BOS MINUTES_PWEDITS.DOC**

8. APPOINTMENTS

- Center for the Arts Advisory Committee: Eliane Consalvo

Documents: **CCA-CONSALVO PDF**

TOWN OF CHELMSFORD
DORINA Z. WALDREY
TOWN CLERK

2014 AUG - 7 PM 1:02

RECEIVED

9. SELECTMEN LIAISON REPORTS & REFERRALS

10. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: August 25, 2014

RECEIVED

2014 AUG -7 PM 1:02

TOWN OF CHELSEA
ONORINA Z. MALONEY
TOWN CLERK



BOARD OF SELECTMEN MEETING AGENDA
August 11, 2014
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED

2014 AUG -7 PM 12:10

TOWN OF CHELMSFORD
ONORINA Z. FALLONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- 9/11 Memorial Dedication

3. OPEN SESSION

4. COMMITTEE VACANCIES

Documents: COMMITTEE VACANCIES.PDF

5. REPORTS & PRESENTATIONS

- Dave McLaclan: Master Plan Implementation Update

Documents: CD MASTER PLAN STATUS - MAY 2014.PDF, MASTER PLAN-OSRM STATUS - MAY 2014.PDF

6. TOWN MANAGER REPORTS

- Draft Fall Annual Town Meeting Warrant Articles
 - Board of Assessors: Town-wide property inspection
 - John Sousa: Municipal Charges Lien for unpaid police and fire details
- Selection Process for Chief of Police
- Arbitration Award to Include Longevity in the Calculation of the Police Sergeants Overtime Rate of Pay
- Mass DEP Provisional Approval for the Closure of the Glenview Landfill
- STOP sign on Pennock Road at Abbott Lane

Documents: 2014 FALL ATM LIST OF WARRANT ARTICLES.PDF, 2014 FALL ANNUAL TOWN MEETING WARRANT.PDF, CITIZEN PETITION WARRANT ARTICLES.PDF, ASSESSORS PROPERTY INSPECTION PROGRAM.PDF, MUNICIPAL CHARGES LIEN.PDF, CHELMSFORD NEBPA OVERTIME AWARD.PDF, GLENVIEWCAD PROV APPR JUL 2014.PDF, STOP SIGN-PENNOCK.PDF

7. APPOINTMENTS

- Center for the Arts Advisory Committee: Eliane Consalvo

Documents: CCA-CONSALVO.PDF

8. SELECTMEN LIAISON REPORTS & REFERRALS

9. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: August 25, 2014

Approved 9/22/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
August 11, 2014**

RECEIVED
2014 SEP 24 AM 10:12
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice-Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM. Molly Loughman of the Chelmsford Independent indicated she was also recording the meeting.

Public Service Announcements

9/11 Memorial Dedication

Chairman Wojtas invited the public to attend the dedication ceremony which will start at 6:00PM on September 11, 2014 outside the new Fire Station Headquarters.

Open Session

Vivian Merrill, Chelmsford Dog Association, announced the group is offering a brick fundraising event where bricks can be purchased for the patio floor of the new Dog Park at 54 Richardson Rd.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Reports and Presentations

Dave McLachlan: Master Plan Implementation Update

Mr. McLachlan, Chairman of the Master Plan Implementation Committee, explained the Committee meets twice a year to monitor the recommendations of the 2010 Master Plan and the 2010 Open Space and Recreation Plan. Tasks were divided among 17 different groups, who provide updates to the Committee. Slides were shown that provided data on the percentage of completed items, and how the recommendations were assigned by department. The area with the most work completed involves the zoning bylaw review. The Committee will meet again in the Fall.

Town Manager Reports

Draft Annual Town Meeting Warrant Articles

The first draft of the warrant articles was presented. Fall Town Meeting will begin on October 20, 2014. Future Board meetings will have speakers to discuss the various articles. Updated lists will be forthcoming. The Board can choose to change the order of the articles, at this time, they are presented in the order they were received.

Board of Assessors: Town Wide Property Inspection

Frank Reen, Chief Assessor, explained the Mass DOR requires all properties be inspected externally and internally-if possible every nine years. His department is in the process of getting quotes to complete the process. Essentially, properties will be divided into nine sections, and a section will be completed cyclically every year.

John Sousa: Municipal Charges Lien for Unpaid Police and Fire Details

Mr. Sousa, Town Treasurer/Collector, explained that Article 15 of the current draft Town Meeting Warrant was created to help address outstanding bills of this nature, namely, the \$24,000.00 outstanding bill from a major condominium fire in 2013. Passing this article would allow the Town to put a lien and add the charges to a property owner's property tax bill as a special assessment. This would not affect details for roadwork or private details.

Selection Process for Chief of Police

Police Chief Murphy has announced he is retiring effective October 8, 2014. Mr. Cohen will use a professional assessment center to assist in the appointment of the next police chief, hopefully from within the existing department. It is expected the process will be complete by the end of September.

Arbitration Award to Include Longevity in the Calculation of the Police Sergeants Overtime Rate of Pay

A copy of the decision was provided to the Board. The total exposure to the Town is \$3,947.00.

Mass DEP Provisional Approval for the Closure of the Glenview Landfill

A copy of the provisional decision was provided to the board. Stockpiling of material has been ongoing since June. Charter Environmental will provide a presentation at the next Board meeting. The first monthly report is available for review on the Town website. Selectman Askenburg requested that Charter be asked to provide a rendering of the completed work now that the balloon test has been done.

Stop Sign on Pennock Rd. at Abbott Lane

The Police Department has reviewed this request, and supports it.

Motion: by Selectman Askenburg to approve the installation of a stop sign on Pennock Rd. at the intersection of Abbott Lane as presented. Seconded by Selectman Joyce.
Motion carries, unanimous.

Meeting Minutes

Regular Meeting Minutes-May 19, 2014

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of May 19, 2014 as presented. Seconded by Selectman Joyce. Selectman Hanson abstained, all others in favor.
Motion carries.

Appointments

Center for the Arts Advisory Committee: Eliane Consalvo

Motion: by Selectman Askenburg to approve the Town Manager's appointment of Eliane Consalvo to the Chelmsford Center for the Arts Advisory Committee for a term to expire June 30, 2015. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Askenburg:

- The Board of Health has announced Flu Clinics will be held at the Chelmsford Senior Center on October 3, 2014 and October 16, 2014. Clinics for students will also be held at the High School and the Middle schools.
- There is an Unwanted Medication drop-off box available at the Police Station for residents needing this free service.
- The Town Manager was asked to follow up on obtaining copies of legal bills for the Board to review.

Selectman Dixon:

- A great ceremony was held at Varney Playground this morning to mark revitalization of this park.

Selectman Hanson:

- The first meeting of the Financial Policy Review Sub-Committee will be held on Thursday, August 28, 2014.
- St. John's Church will be hosting a blood drive on August 16, 2014. Donors are welcome up to 8:00PM.
- Office hours will be held on Thursday, at the Java Room from 5:00-6:00PM.

Selectman Joyce:

- Mr. Joyce wished to confirm that site improvement work being done in front of the Town Offices building was being funded as part of the Fire Station project.
- A request was made to lengthen the green light at Route 110 in the Town Center as only three cars are getting through the light at a time. Mr. Cohen will ask the DPW to look into this.
- Mr. Cohen was asked to follow up with Santander Bank as a light in the parking lot is still not functioning.
- The CIVIC Committee is continuing its work on compiling a database of volunteers throughout the Town. Ten-year Town Meeting Representatives will receive recognition at Fall Town Meeting. A public event is being planned for October to encourage more people to become involved in public service.

Approved 9/22/2014

-The Town Manager was asked if there is an invasive plant management plan in place. The Conservation Commission and Tree Committee would be better able to answer this question for public properties. The Town does not get involved on what is done on private property.

Chairman Wojtas:

-The graduation ceremony for the annual Sheriff's Youth Public Safety Academy was held this past week, and was enjoyable.

-Jimmy Tingle will be performing at the Chelmsford Center for the Arts on September 20, 2014. Tickets are available.

-Absentee ballots are available for the September 9, 2014 Primary Election.

Press Questions

No one came forward at this time.

Executive Session

Executive Session was not needed this evening.

Next Regular Meeting: August 25, 2014.

Motion: by Selectman Askenburg to adjourn this meeting at 8:15PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- List of Committee Vacancies
- 2010 Master Plan Update Presentation
- Draft List of Fall Town Meeting Warrant Articles
- Administrative Consent Order regarding Glenview Sand and Gravel
- Committee Application
- Meeting Minutes



BOARD OF SELECTMEN MEETING AGENDA

August 25, 2014

Town Offices, 50 Billerica Road

Chelmsford, MA 01824

Dennis Ready Meeting Room 204

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Regina Jackson: Leo Panas / French medal
- 9/11 Memorial Dedication

Documents: [SEPT_11_FLYER.PDF](#)

3. OPEN SESSION

4. COMMITTEE VACANCIES

Documents: [COMMITTEE VACANCIES.PDF](#)

5. PUBLIC HEARINGS

- Transfer all Alcohol Restaurant License, 170 Concord Road from Omega Pizza to St. Gorge, Inc.
- MassWorks Grant - Chelmsford Woods

Documents: [OMEGA TRANSFER.PDF](#), [2013 9-6 WATERLINE EXT COLORPLAN P COHEN, CHELMSFORD.PDF](#), [2013 9-9 LITTLETON RD- OVERALL WATER PLAN.PDF](#), [MASS WORKS - BOS.PDF](#)

6. LICENSES

- Andrew Teixeira: One Day Beer & Wine License, Bridal Shower on 9/21/2014 at the CCA

Documents: [ONEDAY.PDF](#)

7. REPORTS & PRESENTATIONS

- Robert Delhome, Charter Environmental: Status Report on Glenview Landfill Capping
- Board of Selectmen comments re: Glenview Landfill Closure Plan

Documents:
[GLENVIEW_LANDFILL_CLOSURE_PROVISIONAL_DECISION_COMMENT_PERIOD.PDF](#),
[GLENVIEWCAD PROV APPR JUL 2014.PDF](#)

8. TOWN MANAGER REPORTS

- Review of Draft Town Meeting Warrant Articles

RECEIVED
2014 AUG 21 PM 12:21
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

REC-1121

10/10/10

10/10/10

Onorina Maloney: Early Voting Home Rule Petition
Evan Belansky: Zoning Bylaw Amendments

- Police Department Bullet Proof Vest Grant

Documents: 2014 FALL ATM LIST OF WARRANT ARTICLES 8-18-14 DRAFT.PDF,
2014 FALL ANNUAL TOWN MEETING WARRANT.PDF,
CPD_BULLET_PROOF_VEST_GRANT.PDF

9. BID AWARDS

- Varney Playground Designer Services
- Sewer Grinder Pump Inspections/Evaluations & Maintenance and Repair

Documents: PLACES ASSOC VARNEY PARK PROPOSAL AUG 1, 2014.PDF,
091112_VARNEY MASTER PLAN-COLOR.PDF, VARNEY-PROJECT NARRATIVE -
BOS.PDF, RFP FOR DESIGN SERVICES 7-11 - VARNEY PLAYGROUND.PDF,
WESTON-SAMPSON-PRICE.PDF, WESTON-SAMPSON-TECHNICAL.PDF

10. APPOINTMENTS

- Elaine Zouzas Thibault: Center for the Arts Advisory Committee, 1 year term
expiring 6/30/2015
- John Wellman: Economic Development Commission, 3 year term expiring
6/30/2017

Documents: COMMITTEE APPS.PDF

11. MINUTES

- 5/1/2014 Executive Session
- 5/5/2014 Regular Meeting
- 5/12/2014 Executive Session
- 5/19/2014 Executive Session
- 6/16/2014 Executive Session
- 6/23/2014 Work Session
- 6/30/2014 Executive Session
- 7/21/2014 Tri-Board Meeting

Documents: 6-23-14 BOS WORK.1.PDF, 7-21-14 TRI-BOARD.1.PDF

12. SELECTMEN LIAISON REPORTS & REFERRALS

13. PRESS QUESTIONS

14. EXECUTIVE SESSION

- Shyjan Litigation Update

NEXT REGULAR MEETING DATE: September 8, 2014

TOWN OF CHELSEA
ONORINA Z. MALONEY
TOWN CLERK

2014 AUG 21 PM 12:21

RECEIVED

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Approved 10/6/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

Regular Meeting MINUTES
August 25, 2014

RECEIVED
2014 OCT -7 PM 7:21
TOWN OF CHELMSFORD
HONORINA Z. MALONEY
TOWN CLERK

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM. Molly Loughman of the Chelmsford Independent indicated she was also recording the meeting.

Public Service Announcements

Regina Jackson-Leo Panas/French Legion of Honor Award Ceremony

Ms. Jackson read the letter from the Consulate General in Boston into the record. The public is invited to this ceremony which will be held at the Chelmsford Center for the Arts on September 8, 2014 beginning at 2:00PM.

9/11 Memorial Dedication

Don Peterson, Chelmsford Fire Department, thanked the donors that made this project possible. A dedication ceremony will be held on September 11, 2014 beginning at 6:00PM at the new Fire Station Headquarters where the Memorial is located. Refreshments will be available at the Chelmsford Elks Lodge after the ceremony. Everyone is invited to both events.

Open Session

Jack Luskin, 34 Stedman St., notified the Board of a sharp increase in truck traffic on Stedman St. and Dalton Rd. over the past several months. He noted that trucks are not allowed on North Rd. Residents are concerned that the resulting vibration from these trucks will cause fieldstone house foundations to crack. Mr. Cohen has notified the police department of this situation. Truck traffic has been noted between the hours of 5:00AM-11:30PM. The Board will await response from the police department.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Public Hearings

Transfer of All Alcohol Restaurant License, 170 Concord Road from Omega Pizza to St. Gorge, Inc.

Atty. Nancy Morency spoke on behalf of St. Gorge, Inc. who will be the new owner of this restaurant. The business name will remain the same. The Board was asked to waive the two week waiting period in light of the error on the Legal notice.

No comments were received from the audience.

The Board supported the applicant's request to waive the two week waiting period due to no significant changes to the business.

Motion: by Selectman Askenburg to close the Public Hearing for Omega Pizza, Inc. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to approve a Petition for Transfer of Ownership-All Alcoholic Beverages Restaurant License from Omega Pizza, Inc. d/b/a Omega Pizzeria & Grill to St. Gorge, Inc. d/b/a Omega Pizza to be exercised on the premises at 170 Concord Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to approve a Petition for Transfer of the Entertainment License from Omega Pizza, Inc. d/b/a Omega Pizzeria & Grill to St. Gorge, Inc. d/b/a Omega Pizza to be exercised on the premises at 170 Concord Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

MassWorks Grant-Chelmsford Woods

Evan Belansky, Community Development Director, explained the Town has applied for similar grants and is familiar with the process and so agreed to assist the Chelmsford Housing Authority with this application to make water line upgrades that will benefit the Chelmsford Woods Development and Kensington Apartments Development. The Chelmsford Water District has approved the design and proposed plans for the upgrades. The Town will facilitate the process for the public portion of the project and will manage the RFP work. The proposal will increase the size of the water main from 8" to 12", and will create a loop to Kensington Place, which will address a public safety concern.

No comments were received from the audience.

Motion: by Selectman Askenburg to close the Public Hearing for the MassWorks Grant Application for a water main upgrade on Route 110. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to authorize the Town Manager to apply for the MassWorks Grant Application program in the amount of \$929,480.25 to pay for a water main upgrade on Route 110 to benefit the Chelmsford Woods Housing Development & Kensington Place Apartments. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Licenses

One Day Beer and Wine License-Andrew Texeira, Bridal Shower on September 21, 2014 at the CCA

Mr. Texeira was present for questions. He is still working on securing a TIPS certified bartender.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License for Kate Nesman on September 21, 2014 for the hours of 11:00AM-3:00PM, to be exercised on the premises at 1A North Rd., contingent on the applicant providing TIPS certification. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reports and Presentations

Robert Delhomme, Charter Environmental: Status Report on Glenview Landfill Capping

Bruce Haskell spoke on behalf of Charter Environmental as an engineer for the project. He explained that Mass. DEP is requiring the work be completed as an enforcement action because the prior operator did not finish capping work. Construction is expected to be completed in 2016. About half of the material needed for the first phase has already been brought to the site, and statistics were provided on daily intake volumes. The comment period to DEP regarding the corrective action plan which they have provisionally approved will close on September 4, 2014. A website has been set up which anyone can view regarding details about the project. The balloon test has been completed as requested, and renderings were provided as requested by the Board. When work is completed, this will be a grass capped landfill. No post closure plan has been developed yet. The height was determined by the amount of fill needed to pay for the cap. DEP dictated the steepness of the slopes which also affected the height. A traffic study will be conducted after school starts to get a more accurate picture of actual conditions. A weekly limit of 275 trucks was proposed; only 219 trucks are arriving per week.

Jack Luskin, 34 Stedman Street, asked why insurance proceeds from the former operator failing to finish the cap were not pursued, and who would be responsible for the landfill after this work was completed. He felt DEP overrode the town's opposition to not wanting this fill, and he requested an explanation of various financial figures.

Laurie Myers, 7 Pine Hill Ave., explained she would like all residents to receive complete, timely information, as she suspects she is only receiving some information, but not all of it.

Mr. Haskell explained that Charter inquired about funds from 2002 which were being held by the State, and they were advised the funds were not accessible. The cap will cost \$3 million, costs were incurred to obtain the truck scale and other equipment to move the material, and insurance, engineering and reporting/oversight costs are very high. Stedman St. is not being used as a route to deliver materials. Mr. Cohen was advised the DEP drew down prior funds in monitoring the site and completing temporary repairs that were not successful. The State did not require a sufficient bond from the prior operator to ensure work would be completed. The Town has not received an accounting of how the funds were dispersed, and the current operator has promised that back taxes due to the Town will be paid prior to the completion of the cap construction.

Patrick Hannon, the prior operator of this site, came forward and stated the Town received \$1million dollars from the project. The insurance was \$500,000.00 and this money was invested but he did not know by whom. Work stopped because of a lawsuit filed by Julie Foucher, another partner in the prior project. He did not believe the new work would support a solar farm. He disputed costs cited by Charter as inflated, and wished to clarify the site is a dumping ground, not a landfill, as no trash has ever been brought to the location.

Board of Selectmen Comments on Glenview Landfill Closure Plan

Selectman Askenburg advised she would like to hear responses to concerns brought up by the speakers tonight before the Board makes any formal comments. Selectman Joyce noted the town may have little authority due to DEP issuing all decisions regarding this project. Chairman Wojtas felt the Board could only comment on the merits of the current project, not what occurred previously. Selectman Askenburg agreed to draft a letter requesting an extension of the DEP's comment period for this project, and to draft a letter summarizing the Board's comments.

Motion: by Selectman Askenburg that the Board formally request that DEP extend the comment deadline for the Glenview Landfill Project beyond September 4, 2014.

Seconded by Selectman Joyce. **Motion carries, unanimous.**

Town Manager Reports

Review of Draft Town Meeting Warrant Articles

The revised draft of the Fall Town Meeting Warrant has 16 articles. Citizen Petition articles will be discussed in more detail based on Town Counsel recommendations. Article 12 may be deleted, as Town Meeting will not be able to act on it. Petitioners will be asked to make a presentation at a future Board meeting, before Town Meeting begins.

Onorina Maloney: Early Voting Home Rule Petition

This presentation is tabled until more information is available. The warrant article was removed from the warrant. The legislation is not set to start until September, 2016.

Evan Belansky: Zoning Bylaw Amendments

The article will further codify sign and outdoor lighting requirements. LED signs were prohibited in an article approved at Spring Town Meeting, however, the Board of Appeals has approved six LED signs since then. The Planning board has been studying this situation further, with the assistance of Kelly Beatty. The revised bylaw amendments will still prohibit moving LED boards, but will allow other kinds of signs.

CCA Liquor License Home Rule Petition

This article would begin the process to provide the Chelmsford Center of the Arts with a permanent liquor license. Selectman Joyce requested that the Chelmsford Community Center be asked if they would like to be included on the Petition. The final form of this article will be provided at the next Board meeting.

Police Department Bullet Proof Vest Grant

This grant will provide 12 new bullet-proof vests for officers in the department.

Bid Awards

Evan Belansky, Varney Playground Design Services

One response was received for this RFP, which was sent to six firms. The proposal is being done as part of the Varney Playground Master Plan, for which a grant of \$496,000.00 was applied for that will be reimbursed at 50%. Final documents will include bid specifications for the field house. The responding firm, Places Associates, is currently working with the Dog Park Advisory Committee on the dog park design.

Motion: by Selectman Askenburg to approve the Town Manager's bid award for Varney Playground design services to Places Associates in an amount not to exceed \$19,120.00 as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Sewer Grinder Pump Inspections/Evaluations & Maintenance and Repair

Four companies attended the pre-conference, and two companies provided proposals in response to the RFP. The proposal submitted by Weston and Sampson appears to be the most compliant with the terms of the RFP. Work is scheduled to begin September 1, 2014. Inspections should be completed in a three month time period. This division of Weston and Sampson has done this work for other communities, and they are certified to work on these pumps.

Motion: by Selectman Askenburg to approve the Town Manager's bid award for Sewer Grinder Pump Inspections/Evaluations and Maintenance and Repair to Weston and Sampson of Peabody, MA in amounts not to exceed \$260,400.00 in year one, \$153,000.00 for year two, and \$176,000.00 for year three, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Mike Vosnakis of the Grinder Pump Study Committee came forward to summarize activity for July. There are still a number of pump owners that have not responded to previous mailings.

Appointments

Elaine Zousas Thibault: Center for the Arts Advisory Committee, 1 yr. term expiring June 30, 2015

John Wellman: Economic Development Commission, 3 year term expiring June 30, 2017.

Motion: by Selectman Askenburg to approve the Town Manager's appointments of Elaine Zousas Thibault to the Center for the Arts Advisory committee for a term to expire June 30, 2015, and John Wellman to the Economic Development Commission for a term to expire June 30, 2017. . Seconded by Selectman Joyce. **Motion carries, unanimous.**

Meeting Minutes

May 1, 2014 Executive Session

Motion: by Selectman Askenburg to approve but not release the Executive Session Meeting Minutes of May 1, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

May 5, 2014 Regular Session

Approved 10/6/2014

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of May 5, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

May 12, 2014 Executive Session

Motion: by Selectman Askenburg to approve but not release the Executive Session Meeting Minutes of May 12, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

May 19, 2014 Executive Session

Motion: by Selectman Askenburg to approve but not release the Executive Session Meeting Minutes of May 19, 2014, as presented. Seconded by Selectman Joyce. Selectman Hanson abstained, all others in favor. **Motion carries.**

June 16, 2014 Executive Session

Motion: by Selectman Askenburg to approve but not release the Executive Session Meeting Minutes of June 16, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

June 23, 2014 Work Session

Motion: by Selectman Askenburg to approve the Work Session Meeting Minutes of June 23, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

June 30, 2014 Executive Session

Motion: by Selectman Askenburg to approve but not release the Executive Session Meeting Minutes of June 30, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

July 21, 2014 Tri-Board Meeting

Motion: by Selectman Askenburg to approve the Tri-Board Meeting Minutes of July 21, 2014, as presented. Seconded by Selectman Joyce. Selectman Dixon abstained, all others in favor. **Motion carries.**

Selectmen Liaison Reports and Referrals

Selectman Hanson:

- The sub-committee to address the Board's financial policies will meet at 6:00PM on Thursday, August 28, 2014.
- NMCOG has been awarded a grant for \$60,000.00 to continue the study for 9-1-1 regionalization.
- According to Senator Eileen Donahue, early voting legislation will be discussed during the next legislative session.
- Office hours will be held on Thursday, at the Java Room from 5:00-6:00PM.

Approved 10/6/2014

Selectman Joyce:

- The CIVIC Committee will be asking for assistance from various boards and groups for a planned event at the CCA to attract volunteers for various opportunities.
- Concerns are being raised by residents stating they are not receiving responses from the See-Click-Fix application.

Selectman Askenburg:

- The Town Manager was asked to follow up with DPW or National Grid on how long the spindle of wire hanging from the wires near a pole at the intersection of Westford and Pine Hill Roads will remain there.

Selectman Dixon:

No referrals or reports.

Chairman Wojtas:

- Opening ceremonies for this year's annual 4-H fair were held Friday, August 22, 2014.
- There will be a book drop-off event at the Library on Saturday, August 30, 2014 from 9:00AM to 12:00 noon.
- The next Tri-board meeting will be held on September 15, 2014, starting at 7:00PM, at the School Administrative office on North Rd.

Press Questions

No one was present at this time.

Executive Session

Motion: by Selectman Askenburg to enter into Executive Session, not to return to Regular Session, for the purpose of discussing Strategies with respect to Litigation.
Seconded by Selectman Joyce.

Roll Call Vote:

Selectman Hanson: Aye
Selectman Joyce: Aye
Chairman Wojtas: Aye
Selectman Askenburg: Aye
Selectman Dixon: Aye

Regular Session was adjourned at 9:03PM

Next Regular Meeting: September 8, 2014.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

Approved 10/6/2014

- Flyer announcing the 9/11 Memorial dedication ceremony
- Invitation to the French Legion of Honor Ceremony for Leo Panas
- List of Committee Vacancies
- One Day License application
- Supporting documents for License Transfer for Omega Pizza
- Summary of MassWorks Grant application for Chelmsford Woods
- Presentation-Glenview Landfill Capping Project
- Draft 2014 Fall Annual Town Meeting List of Town Meeting Warrant Articles
- Memo of August 19, 2014 regarding Bullet Proof Vest Grant Award.
- Supporting documents for Varney Playground RFP
- Memo of August 20, 2014 regarding Grinder Pump Evaluations
- Committee Applications
- Meeting Minutes
- List of Town Meeting Warrant Articles



BOARD OF SELECTMEN MEETING AGENDA
September 8, 2014
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Donald Peterson: 9/11 Memorial Dedication
- Henry Parlee: Farm Fair, Barrett-Byam Homestead, 9/13
- Betty-Mae Flaherty: Library Book Sale, 9/19-9/21
- Primary Election: Vote on 9/9, polls open from 7 AM - 8 PM

Documents: SEPT 11 FLYER PDF, VINE FARM FAIR FLYER PDF

3. OPEN SESSION

4. COMMITTEE VACANCIES

Documents: COMMITTEE VACANCIES PDF

5. LICENSES

- One Day Beer & Wine License: Susan Gates, CCA 9/20 & 10/10
- Change of Manager: 110 Grill, 116 Chelmsford St
- Transfer Underground / Aboveground Storage: 8 Littleton Rd.

Documents: CCA 1 DAY LICENSE PDF, CHANGE OF MANAGER 110 GRILL PDF, TRANSFER OF UNDERGROUND ABOVEGROUND STORAGE PDF

6. REPORTS & PRESENTATIONS

- Police Chief Jim Murphy: Thank you to the Town & Board
- Solid Waste & Recycling Coordinator, Nick Parlee: Trash & Recycling Options

7. BOARD COMMENTS ON GLENVIEW LANDFILL CLOSURE PLAN

Documents: GLENVIEW PUBLIC COMMENT - EXTENSION 11 PDF

8. TOWN MANAGER REPORTS

- Sign Fall Annual Town Meeting Warrant

Documents: SIGNALL STATEMENT OF WARRANT ARTICLES DRAFT PDF, 2014 FALL ANNUAL TOWN MEETING WARRANT PDF

9. BID AWARDS

- Parker Middle School Toilet Room Upgrades

RECEIVED
2014 SEP -4 PM 1:22
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Documents: PARKER MS LETTER OF RECOMMENDATION PDF

10. APPOINTMENTS

- East Chelmsford / Harmony Park Redesign & Renovation Committee

Documents: EAST HARMONY PLAYGROUND PDF

11. SELECTMEN LIAISON REPORTS & REFERRALS

12. PRESS QUESTIONS

13. EXECUTIVE SESSION

- Consider the value of Real Property

NEXT REGULAR MEETING DATE: September 22, 2014

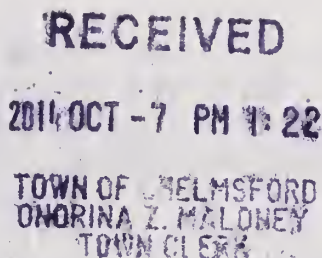
TOWN OF CHELMSFORD
MORIN, J. MALONEY
TOWN CLERK

2014 SEP -4 PM 1:22

RECEIVED

Approved 10/6/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824



**Regular Meeting MINUTES
September 8, 2014**

Attending:

Patricia Wojtas, Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Not Present: Janet Askenburg, Vice Chairman

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM. Molly Loughman of the Chelmsford Independent indicated she was audio taping this meeting.

Public Service Announcements

Donald Peterson-9/11 Memorial Dedication

Chelmsford Fire Fighter Michelle Sacco invited the public to attend the 9/11 Memorial Dedication Ceremony being held on 9/11, at 6:00PM in front of the new Center Fire Headquarters building. A reception will be held at the Chelmsford Elks after the dedication.

Betty-Mae Flaherty: Library Book Sale, September 19-21, 2014

Ms. Flaherty encouraged all residents to come to the Annual Book Sale, as this funds many of the Library's programs throughout the year. This may be the last book sale until an alternate storage location for the books is found.

Primary Election: Vote on September 9, 2014, polls open from 7:00AM-8:00PM

Mr. Cohen reminded residents to vote in the election.

Henry Parlee: Farm Fair, Barrett-Byam Homestead, September 13, 2014

Chairman Wojtas invited residents to stop by the Farm Fair, and announced several activities that will be taking place at this event.

Open Session

No one came forward at this time.

Committee Vacancies

Selectman Hanson read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Licenses

One Day Beer and Wine License-Susan Gates, CCA September 20, 2014 and October 10, 2014

Kit Harbison was present for questions. The event on September 20, 2014 is a benefit performance by Jimmy Tingle, and the event on October 10, 2014 is an Oktoberfest beer tasting themed event.

Motion: by Selectman Hanson to approve One Day Beer and Wine Licenses to the Chelmsford Center for the Arts on September 20, 2014 and October 10, 2014, for the hours of 7:00PM-10:00PM, to be exercised on the premises at 1A North Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Change of Manager: 110 Grill, 116 Chelmsford St.

Atty. Kevin Eriksen was present with Dan Smathers, who will be the new manager. The attorney agreed to confirm the numbers of seats, as 100 are allowed for both indoor and outdoor seating combined.

Motion: by Selectman Hanson to approve a Change of Manager-Alcoholic Beverage Restaurant License to Daniel Smathers from John Gailey for Take Two One Ten Grill, LLC d/b/a 110 Grill, to be exercised on the premises at 116 Chelmsford St. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Transfer Underground/Above Ground Storage: 8 Littleton Rd.

Discussion tabled.

Reports and Presentations

Police Chief Jim Murphy: Thank you to the Town and Board

Chief Murphy explained he is leaving his position for a job in the private sector. He felt privileged to have worked for the Town for 31 years, and he thanked many associates, boards and committees and his family for their help and support.

Board Comments on Glenview Landfill Closure Plan

Selectman Askenburg's comments were read into the record, concerns were raised regarding the height of the fill, post closure use of the site, traffic concerns and the pending DEP investigation. Final comments are due by September 12, 2014. Chairman Wojtas will draft a final letter to be reviewed and sent prior to September 12, 2014.

Motion: by Selectman Hanson to authorize the Chairman to submit the comments regarding the Glenview Landfill Closure Plan, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Solid Waste and Recycling Coordinator, Nick Parlee: Trash and Recycling Options

The current 5-year trash contract and the 2-year recycling contract will both expire in 2015. The Board was requested to think about bid specifications for the next contracts, which should be

Approved 10/6/2014

awarded by January. Sample barrels are available for viewing at the Town Offices; the barrels under consideration are 48, 64, and 96 gallon barrels. DEP is offering funding of \$15.00/per large recycling barrel to interested municipalities. The desire is to keep the 5-day collection cycle. The Town Manager indicated that the RFP for these services will request prices for both automated and non-automated pick-up options.

Farm Fair, Barrett-Byam Homestead, September 13, 2014

Mr. Parlee announced this event will be held from 12:00 noon-4:00PM. Everyone is invited to attend this event celebrating Chelmsford's Agricultural History.

Town Manager Reports

Sign Annual Fall Town Meeting Warrant

The warrant will have 14 articles, which were listed. Presenters will come to the next few meetings to explain some of the articles.

Motion: by Selectman Hanson that the Board of Selectmen sign and post the 2014 Fall Town Meeting Warrant, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Other Reports

William Harvey delivered a letter to the Town Manager's office today stating that he will be unable to pursue the Dutton House relocation project. The Board will need to consider the next steps for the house.

Bid Awards

Parker Middle School Toilet Room Upgrades

Three bids were received for this proposal.

Motion: by Selectman Hanson to approve the Town Manager's Bid Award for Parker Middle School toilet room upgrades to Builders Systems, Inc., in an amount not to exceed \$157,721.00, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Appointments

East Chelmsford/Harmony Park Redesign and Renovation Committee

Four applications have been received to date. There are openings for 3-5 more interested people.

Motion: by Selectman Hanson to approve the Town Manager's appointments of Tracy Callahan, Tricia Dzuris, Jason Hanscom, and Ryan Revelly to the East Chelmsford/Harmony Park Redesign and Renovation Committee, for terms to expire on June 30, 2015. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Dixon:

-The CHS Football team was wished well for the season. Their first scrimmage was held on September 6, 2014

Approved 10/6/2014

-Mrs. Dixon was wished a Happy 47th Wedding Anniversary

Selectman Joyce:

-Mr. Cohen was asked to look into residents' reports of severe pot holes in the vicinity of 65 Thomas Drive.

Selectman Hanson:

-Office hours will be held on Tuesday, September 9, 2014 at the Java Room from 5:00-6:00PM.

-The Policy Sub-committee will meet Friday, September 12, 2014.

-Selectman Dixon was congratulated for his anniversary.

-Eagle Scout Zack Sneeringer was thanked for his project of building a footbridge at the Wright Reservation

Selectman Joyce:

-The Eagle Scout project to build a kiosk in front of the Chelmsford Community Center is complete and looks great.

Chairman Wojtas gave the following reports for Selectman Askenburg:

-The Finance Committee will be meeting this Thursday at 7:30PM to review the Fall Town Meeting Warrant

-Chelmsford Telemedia is in the process of testing a product that will allow the archiving of meeting and CTM program videos

Chairman Wojtas:

-There will be a Tri-Board Meeting on September 15, 2014 starting at 7:00PM at the School Administration Building on North Rd.

-Leo Panas was congratulated for received the French Legion of Honor medal at a ceremony held earlier today.

Press Questions

No one came forward at this time.

Executive Session

Motion: by Selectman Hanson to enter into Executive Session, not to return to Regular Session, for the purpose of discussing the Value of Real Property. Seconded by Selectman Joyce.

Roll Call Vote:

Selectman Hanson: Aye

Selectman Joyce: Aye

Chairman Wojtas: Aye

Selectman Dixon: Aye

Regular Session was adjourned at 7:55PM

Next Regular Meeting: September 22, 2014.

Approved 10/6/2014

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- 9/11 Memorial Dedication Ceremony flyer
- Flyer for Farm Fair
- List of Committee Vacancies
- One Day License applications
- Supporting documents for 110 Grill
- Supporting documents for Energy North Incorporated
- Memo dated September 3, 2014 regarding Comment Period for Glenview Landfill
- 2014 Fall Annual Town Meeting Warrant
- Memo of August 28, 2014 regarding Parker Middle School Bid Award
- Committee Applications
- Meeting Minutes
- List of Town Meeting Warrant Articles

**TOWN OF CHELMSFORD
BOARD OF SELECTMEN MINUTES – Executive Session**

September 8, 2014

50 Billerica Rd.

Chelmsford, MA 01824

Attending:

Patricia Wojtas, Chairman

Robert Joyce, Clerk

George Dixon, Jr., Selectman

Matthew Hanson, Selectman

Paul Cohen, Town Manager

Absent:

Janet Askenburg, Vice Chairman

101 Mill Road

Board members requested an update on options that the Chelmsford Housing Authority has considered regarding the property at 101 Mill Road. Chairman Wojtas reported that at a CHA meeting earlier this day, Executive Director David Hedison informed his board that no state funds would be forthcoming for any additional public housing projects until next Spring, so he recommended that no action be taken on this property.

At this time, there are no other potential municipal uses for the property that have been identified.

Adjournment:

Motion: by Selectman Hanson to adjourn at 8:10PM. Seconded by Selectman Joyce.

Roll call vote:

Selectman Joyce: Aye.

Selectman Dixon: Aye.

Selectman Hanson: Aye.

Chairman Wojtas: Aye.



BOARD OF SELECTMEN MEETING AGENDA
Joint w/ School Committee & Finance Committee
School Admin Building, 230 North Road
September 15, 2014

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST
2. TOWN ACCOUNTANT DARLENE LUSSIER – RECAP CERTIFIED FREE CASH
3. FREE CASH OBLIGATIONS
4. DISPOSITION OF REMAINING FREE CASH
5. FINANCE DIRECTOR JOHN SOUSA – UPDATED FIVE YEAR FINANCIAL FORECAST
6. FY16 BUDGETARY GUIDELINES
7. SCHEDULE NEXT MEETING
8. ADJOURN

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TOWN OF CHELMSFORD
MORINA Z. MALONEY
TOWN CLERK

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Approved 1/26/2015

Town of Chelmsford
Board of Selectmen Minutes
School Administration Building
230 North Rd.
Chelmsford, MA 01824

**Tri-Board Meeting MINUTES
September 15, 2014**

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2015 JAN 28 AM 11:13

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Board of Selectmen Attending:

Patricia Wojtas, Chairman
Matthew Hanson, Selectman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
George Dixon, Jr., Selectman

Paul Cohen, Town Manager
John Sousa, Town Treasurer
Darlene Lussier, Town Accountant

School Committee Attending:

Al Thomas
Michael Rigney
Nick DeSilvio
Evelyn Thoren

Frank Tiano, Superintendent
Kathleen Williams, Business Manager
Ann Marie Fiore, IT Manager
Linda Hirsch, Assistant Superintendent

Not Present: Barbara Skaar

Finance Committee Attending:

Sheila Pichette
Tom Gilroy
Stratos Dukakis
James Clancy
Kathy Duffet
Patrick Kimera
Margarita Kaliviotas

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:03PM.

Darlene Lussier-Recap of Certified Free Cash

Ms. Lussier reiterated that revenues were 99.8% collected, and excise tax amounts, permit fees and non-recurring revenues came in higher than expected, but that trend will not continue next year. Property taxes pay about 76% of the Town's budget. Expenditures, encumbrances and department turn-backs were listed.

The Department of Revenue certified the Town's Free Cash amount to be \$2,588,986.00, and the sources of the Free Cash were described.

Open capital projects were listed, as were balances of revolving funds as requested at the prior meeting.

Approved 1/26/2015

Mrs. Pichette asked about the status of the Dutton House. Ms. Lussier explained there may be another party interested in moving it now that the approved party withdrew his support.

Finance Director John Sousa-Updated Five Year Financial Forecast

Mr. Sousa reviewed the status of the FY15 budget, and noted that new growth figures, state aid and assessment are all higher than expected. The current deficit is expected to be covered by Free Cash. Two police union contracts are being negotiated, and could have additional funding obligations.

Estimated Fiscal Year 2016 revenues and expenses were summarized by categories. The preferred practice would be to fund the stabilization fund and extra capital expenses with Free Cash. Projected expenses are expected to increase in all categories, and Mr. Sousa expects to see a deficit for the next five years. The goal is to continue funding \$1 million annually toward the OPEB liability obligation. A twelve year history of Free Cash and stabilization Fund amounts were provided for review.

Selectman Joyce suggested that budget amounts set aside for OPEB and Full Day Kindergarten could be changed. Mr. DeSilvio clarified the amount to be put into the Stabilization Fund for FY2015.

Free Cash Obligations

Mr. Cohen advised the current deficit of \$443,179.00 will be resolved by a Free Cash funding request at Fall Town Meeting. Sewer project interest and capital assessment will be \$257,697.00 which will be requested to be paid from Free Cash. There are two Citizen Petition articles for other uses of Free Cash. Selectman Joyce indicated he did not support the way the Center Fire Station article was done, as it gives the appearance of circumventing the Board of Selectmen's involvement in the process, and does not discuss alternative options for the building.

FY16 Budgetary Guidelines

Selectman Askenburg requested more feedback from the School Committee and Finance Committee before presenting the Town Manager with needed guidance for the budget. Mr. DeSilvio felt that all obligations can be met with compromised amounts. He felt OPEB obligations should be placed over the need for full day Kindergarten. Mrs. Pichette noted that personnel and contract cost increases seem to take up most of the schools' budget. Mr. Gilroy stated the OPEB liability is a real liability, and will affect the Town's bond rating negatively if it is not addressed.

Mrs. Duffett suggested that tax relief may need to be presented as a methodology discussion as a way to prevent the balloon effect to tax bills experienced previously. Mr. Cohen reminded the group that only 43% of the OPEB obligation is being met currently, and this percentage will decrease in future years with the current funding goal of \$1 million contributed annually. Increases in State aid are not enough to cover increases in state mandated expenses. The Town has more retirees than active employees, and this trend will only increase as more people retire.

Free Cash amounts will be significantly lower in future years. Selectman Askenburg objected to presenting deficit budgets in the Spring, in anticipation of balancing it with proposed Free Cash amounts in the Fall. She noted that the Board of Selectmen are reviewing and updating their financial policies for the Town. Mr. Cohen provided estimated dates for when he expects to receive information from the state regarding state aid, retirement assessments and health insurance costs.

Approved 1/26/2015

Schedule Next Meeting

The next meeting will be scheduled at a date to be determined.

Adjourn

Motion: by Selectman Joyce to adjourn the meeting at 8:45PM. Seconded by Selectman Hanson.

Motion carries, unanimous.

Respectfully submitted,

Vivian W. Merrill
Recording Secretary

Reference Documents:

-Financial Accounting Summaries for Town Budget



BOARD OF SELECTMEN MEETING AGENDA
September 22, 2014
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

REVISED
9/19/14

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST
2. APPOINTMENT OF DEPUTY POLICE CHIEF JAMES SPINNEY TO POLICE CHIEF
3. PUBLIC SERVICE ANNOUNCEMENTS

- Anne Dumke, President Chelmsford Women of Today:
Proclamation United States Women of Today Week
- Fran McDougall: Farmer's Market Volunteer Appreciation

Documents: PROCLAMATIONCWOTWEEK.PDF

4. OPEN SESSION
5. COMMITTEE VACANCIES

Documents: COMMITTEE VACANCIES.PDF

6. PUBLIC HEARINGS

- Modify All Alcohol Restaurant License: Szechuan Chef, 6-8 Vinal Square

Change of Manager, New Officer/Director, Transfer of Stock

Documents: SZECHUAN_CHEF.PDF

7. LICENSES

- One Day Beer & Wine License: Garrison House, 10/4/2014
- One Day Beer & Wine License: CCA, 10/17/2014
- Transfer of Underground/Above-ground Storage License: 8 Littleton Rd.

Documents: ONE-DAY-GARRISON.PDF, ONE_DAY-CCA.PDF,
ENERGY_NORTH_UNDERGROUND_STORAGE.PDF

8. REPORTS & PRESENTATIONS

- Jerry Loew: Citizen Petition, Warrant Article 11
- Patrick Maloney: Citizen Petition, Warrant Articles 6 & 7
- Susan Gates: Warrant Article 13

Documents: DPW MAINTENANCE RENOVATIONS - COMBINED.PDF,
DAIGLE_ENGINEERING_REPORT.PDF

9. TOWN MANAGER REPORTS

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2014 SEP 19 PM 3:37
TOWN OF CHELMSFORD
ONORING Z. MALONEY
TOWN CLERK

- Disposition of the Dutton House

Documents: DUTTON HOUSE DISPOSITION VALUE - SEPT 14.PDF

10. APPOINTMENTS

- Economic Development Commission: Eric Salerno, 3 year term expiring 6/30/2017
- Holiday Decorating Committee: Sarah Romano, 1 year term expiring 12/31/2014

Documents: SALERNO-COMMITTEE-APPLICATION.PDF, ROMANO-COMMITTEE_APPLICATION.PDF

11. DISCUSSION REGARDING LOWELL MEDICAL MARIJUANA DISPENSARY

Documents: EMAIL-09-13-2014-MMD.PDF, LOWELL_ZBA_LEGAL_NOTICE.PDF

12. CIC PROPOSAL: REGIONAL ORGANIC WASTE MANAGEMENT PROGRAM

Documents: CIC_PROPOSAL_DESCRIPTION-2014_9_12.PDF

13. FINANCIAL POLICY SUBCOMMITTEE UPDATE

14. BOARD OF SELECTMEN RECOMMENDATIONS ON TOWN MEETING WARRANT ARTICLES

Documents: 2014 FTM LIST OF WARRANT ARTICLES.PDF, POSTED_2014_FTM_WARRANT.PDF

15. MEETING MINUTES

- Regular Meeting Minutes: July 14, 2014
- Regular Meeting Minutes: August 11, 2014

Documents: 7-14-14 BOS MINUTES.1.PDF, 8-11-14 BOS MINUTES_1.PDF

16. SELECTMEN LIAISON REPORTS & REFERRALS

17. PRESS QUESTIONS

NEXT REGULAR MEETING: October 6, 2014



BOARD OF SELECTMEN MEETING AGENDA
September 22, 2014
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST
2. APPOINTMENT OF DEPUTY POLICE CHIEF JAMES SPINNEY TO POLICE CHIEF
3. PUBLIC SERVICE ANNOUNCEMENTS

- Anne Dumke, President Chelmsford Women of Today:
Proclamation United States Women of Today Week
- Fran McDougall: Farmer's Market Volunteer Appreciation

Documents: PROCLAMATIONCWOTWEEK.PDF

4. OPEN SESSION

5. COMMITTEE VACANCIES

Documents: COMMITTEE VACANCIES.PDF

6. PUBLIC HEARINGS

- Modify All Alcohol Restaurant License: Szechuan Chef, 6-8 Vinal Square
Change of Manager, New Officer/Director, Transfer of Stock

Documents: SECHUAN_CHEF.PDF

7. LICENSES

- One Day Beer & Wine License: CCA, 10/17/2014
- Transfer of Underground/Above-ground Storage License: 8 Littleton Rd.

Documents: ONE DAY-CCA.PDF,
ENERGY NORTH UNDERGROUND STORAGE.PDF

8. REPORTS & PRESENTATIONS

- Jerry Loew: Citizen Petition, Warrant Article 11
- Patrick Maloney: Citizen Petition, Warrant Articles 6 & 7
- Susan Gates: Warrant Article 13

Documents: DPW MAIN ENTRANCE RENOVATIONS - COMBINED.PDF,
DAIGLE ENGINEERING REPORT.PDF

9. TOWN MANAGER REPORTS

- Disposition of the Dutton House

RECEIVED
2014 SEP 18 PM 7:50
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Documents: [TOWN HOUSE DISPOSITION VALUE - SEPT 14.PDF](#)

10. APPOINTMENTS

- Economic Development Commission: Eric Salerno, 3 year term expiring 6/30/2017
- Holiday Decorating Committee: Sarah Romano, 1 year term expiring 12/31/2014

Documents: [SALERNO COMMITTEE APPLICATION.PDF](#), [ROMANO COMMITTEE APPLICATION.PDF](#)

11. DISCUSSION REGARDING LOWELL MEDICAL MARIJUANA DISPENSARY

Documents: [EMAIL TO RE SUBMITTING.PDF](#), [TOWNS 26W LEGAL NOTICE.PDF](#)

12. CIC PROPOSAL: REGIONAL ORGANIC WASTE MANAGEMENT PROGRAM

Documents: [CIC PROPOSAL DESCRIPTION 2014_3_12.PDF](#)

13. FINANCIAL POLICY SUBCOMMITTEE UPDATE

14. BOARD OF SELECTMEN RECOMMENDATIONS ON TOWN MEETING WARRANT ARTICLES

Documents: [2014TOWN BOARD WARRANT ARTICLES.PDF](#), [PORTER 2014 ETM WARRANT.PDF](#)

15. MEETING MINUTES

- Regular Meeting Minutes: July 14, 2014
- Regular Meeting Minutes: August 11, 2014

Documents: [7-14-14 BOS MINUTES 1.PDF](#), [8-11-14 BOS MINUTES 1.PDF](#)

16. SELECTMEN LIAISON REPORTS & REFERRALS

17. PRESS QUESTIONS

NEXT REGULAR MEETING: October 6, 2014

Approved 1/26/2015

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
September 22, 2014**

RECEIVED

2015 JAN 28 AM 11:13

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia. Chairman Wojtas called the meeting to order at 7:00 PM.

Molly Loughman of the Chelmsford Independent announced that she was audio recording the meeting.

Appointment of Deputy Police Chief James Spinney to Police Chief

The Board was requested to confirm this appointment, effective October 8, 2014.

Motion: by Selectman Askenburg to approve the Town Manager's appointment of Deputy Police Chief James Spinney to Police Chief, effective October 8, 2014. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Mr. Spinney thanked the Board, his family, and his department members for their support and looked forward to continuing his work with the Police Department.

Public Service Announcements

Ann Dumke, President Chelmsford Women of Today

Proclamation United States Women of Today Week

Dee Miller spoke on behalf of CWOT to thank the community for their generous support of their activities, which were summarized. A Proclamation was read by Selectman Askenburg and accepted by Ms. Miller.

Fran McDougall & Kathy O'Brien; Farmer's Market Volunteer Appreciation

Mrs. O'Brien announced everyone was invited to the Certificate of Appreciation ceremony being held on September 25, 2014 for this year's volunteers. Town employees and the CCA were thanked for their support and assistance. The Market averaged 32 vendors per week this year.

Open Session

Paul Clark, 15 Crockett Dr., requested the Board to look into creating a moratorium on group homes being allowed to move into his neighborhood. He was very concerned about clustering and density issues noted in other areas where this has happened. The owners of the existing home that has been there for 10 years were thanked for being a great neighbor. There are two more organizations buying homes to open new group homes, one as a drug and alcohol rehabilitation center. Mr. Cohen agreed to ask Town Counsel about any options. He noted that these have been private sales, and the use is allowed under zoning.

Approved 1/26/2015

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Public Hearings

Modify All Alcohol License: Szechuan Chef, 6-8 Vinal Square Change of Manager, New Officer/Director, Transfer of Stock

Atty. Larry Dean spoke on behalf of the applicant. Both Ray Lamb, the current owner, and Song Lin, the new owner, were also present. Mr. Lin had previous restaurant management experience at the Green Ginger and Peking Tokyo Restaurants in New Hampshire with no issues at either location. He is a North Chelmsford resident. All department sign-offs are on file.

No comments were received from the audience, and there were no further questions from the Board.

The Board was asked to waive the two-week waiting period, as the only change to the license is the manager.

Motion: by Selectman Askenburg to waive the two-week waiting period for Szechuan Chef's Modification of All Alcohol License request. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to close the Public Hearing for Szechuan Chef-Modification to All Alcohol License. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to approve a Change of Manager, New Officer/Director and Transfer of Stock for Szechuan Chef's Inc., d/b/a Szechuan Chef's Restaurant-All Alcoholic Beverages License to be exercised on the premises at 6-8 Vinal Square, North Chelmsford. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Licenses

One Day Beer and Wine License: Garrison House, October 4, 2014

Deb Taverna was present for questions. The event is a dance fundraiser to support the Garrison House.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License for Deb Taverna to be held on October 4, 2014 for the hours of 6:00PM-9:00PM, to be exercised on the premises at 105 Garrison Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

One Day Beer and Wine License: CCA, October 17, 2014

Michael Lally explained the event is a fundraiser for the Brush Art Gallery.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License for A Brush With History, Inc., for October 17, 2014 for the hours of 6:00PM-9:00PM, to be exercised on the premises at 1A North Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Transfer of Underground/Above Ground Storage License: 8 Littleton Rd.

John Wright of Energy North, Inc. explained the request is for underground tanks only.

Motion: by Selectman Askenburg to approve a Transfer of Underground Storage License from Concord Oil Company, Inc. to Energy North., Inc., to be exercised on the premises at 8 Littleton Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reports and Presentations

Jerry Loew: Citizen Petition, Warrant Article 11

Mr. Loew was not present at this time.

Patrick Maloney: Citizen Petition, Warrant Articles 6 & 7

Mr. Maloney provided handouts to the Board. A summary of funding for the previous phases of the DPW project was provided. At this time, the maintenance mechanics are still working from the Richardson Rd. location, and there are two more phases of work to be done at the Alpha Rd. location. His request is to utilize \$1.9 million in Free Cash to move the mechanics to the Alpha Rd. facility as a way to save on borrowing costs which will continue to escalate as the economy improves. Selectman Askenburg noted there were no contingency figures included in the estimated figures presented. Chairman Wojtas noted that raising the roof on 4 bays would require replacing a roof that is only 4 years old. Mr. Maloney explained the area to be replaced is 11,550SF, where the entire roof is 93,000SF.

Regarding his request for demolition of the Center Fire Station on North Rd., Mr. Maloney provided the latest structural engineering report for the building, which was done in August. The building now has additional vertical cracks which indicate it is coming apart. Renovation would cost in excess of \$1 million due to the state of disrepair and updated building code requirements. Demolition, grading, and grass estimates were provided. DPW Director Gary Persichetti confirmed for Selectman Askenburg that the building is inspected twice per year, and is continuing to deteriorate.

Susan Gates: Warrant Article 13

Mrs. Gates requested support for the request for a Home Rule Petition to allow liquor licenses for the Chelmsford Center for the Arts and the Chelmsford Community Center. The organizations must become professional performance venues as a way to pay for expenses in maintaining the buildings and hosting their functions. A similar request was approved in Truro. Liquor would be purchased on an as-needed basis so there would not be storage concerns.

Town Manager Reports

Disposition of the Dutton House

Mr. Cohen explained that because this project has been out to bid twice, and the value of the house has been established at less than \$10,000.00, the law allows the Town to dispose of it through "sound business practice". Two new offers will be discussed at the Board's meeting on October 6, 2014. One of the offers has a response deadline of October 10, 2014.

Appointments

Economic Development Commission and Holiday Decorating Committee

Motion: by Selectman Askenburg to approve the Town Manager's appointments of Eric Salerno to the Economic Development Commission for a term to expire June 30, 2017; and of Sarah Romano to the Holiday Decorating Committee for a term to expire December 31, 2014. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Discussion Regarding Lowell Medical Marijuana Dispensary

A resident on Edgewood St. wrote a letter to the Board regarding a proposal to locate a Medical Marijuana Dispensary on Industrial Ave. in Lowell, which is very close to this residential neighborhood.

Approved 1/26/2015

The resident could not be present as he was attending the hearing in Lowell about this matter. The Board agreed to obtain more information from the resident prior to deciding if any action was needed.

CIC Proposal: Regional Organic Waste Management Program

NMCOG is requesting the Board's support for their grant application to study regional trash management for organic food waste from stores, restaurants, schools, etc.

Motion: by Selectman Hanson that the Board of Selectmen support and sign onto the NMCOG Community Innovation Challenge Grant Request to study a Regional Organic Waste Management System. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Financial Policy Sub-Committee Update

Mr. Cohen provided the Board with written input regarding proposed changes to the Board's Financial Policies. Selectman Askenburg explained the sub-committee has met twice and she summarized the changes. Chairman Wojtas explained she would not support having a designated percentage of Free Cash set aside for tax relief, as the Town's budgetary needs vary every year, and DOR can change what is considered Free Cash. Selectman Dixon agreed that Free Cash amounts will be much less in future years. Selectman Askenburg advised the sub-committee would meet again to consider the Town Manager's input, and she requested this matter be added to the next meeting agenda.

Board of Selectmen Recommendations on Town Meeting Warrant Articles

The Board agreed to table their discussion until after the Finance Committee deliberations and recommendations were received.

Meeting Minutes

Regular Meeting Minutes-July 14, 2014

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of July 14, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Regular Meeting Minutes August 11, 2014

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of August 11, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Askenburg:

- The Finance Committee is meeting Thursday, September 25, 2014 at 7:00PM to vote on Town Meeting Warrant Articles. This meeting is open to the general public.
- Mr. Cohen advised he did respond to the letter sent by L'Hussier Insurance Agency regarding when construction work near their building would be completed. Mr. Cohen anticipates that their specific requests will be completed by November.

Selectman Dixon:

- The Paul Center's Annual Fundraising Event will be held Friday, September 26, 2014 from 7:00PM-11:00PM at the Radisson Hotel. Tickets are still available, and donors were thanked for their support.

Selectman Joyce:

- Organizers of the 9/11 Ceremony were congratulated for a spectacular event.

Approved 1/26/2015

-The Town Manager explained the Open Meeting Law prohibits the Board from holding an Executive Session Meeting without explaining the purpose of the meeting.

Selectman Hanson:

-The Library's Annual Book Sale was a great event.

-A letter from NMCOG regarding the Aspen Apartments development project in Billerica will be sent to the Board later this evening.

-Office hours will be tabled until a new time and place can be determined.

Chairman Wojtas:

-Attendees to the 9/11 Ceremony were thanked for their participation.

-The Library's Book Sale raised \$26,600.00 which will be used to fund their programs.

-Stan-Tec employees were thanked for their volunteer work in spreading mulch at Varney Playground.

Press Questions

No one came forward at this time.

Next Regular Meeting: October 6, 2014.

Motion: by Selectman Askenburg to adjourn this meeting at 9:04PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

-Proclamation for Chelmsford Women of Today

-List of Committee Vacancies

-One Day License applications

-Supporting documents for transfer of Underground Storage License

-Supporting documents for Szechuan Chef Restaurant

-Presentations in support of Town Meeting Articles 6 and 7

-Report from Daigle Engineers regarding 7 North Rd.

-Memo of September 18, 2014 regarding the Dutton House

-Committee Applications

-Meeting Minutes

-List of Town Meeting Warrant Articles

-Notice of Public Hearing regarding a marijuana dispensary in Lowell, MA, and resident email

-Background information regarding organic waste management program

-Town Manager's comments on Proposed Financial Policy Update



RECEIVED

BOARD OF SELECTMEN MEETING AGENDA

October 6, 2014

2014 OCT -6 PM 3:10

Town Offices, 50 Billerica Road

Chelmsford, MA 01824

Dennis Ready Meeting Room 204

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Karen Taylor: Bicycle & Pedestrian Advisory Committee Public Input Session, October 16, 2014
- Sue Rosa: Overdose Vigil - October 26, 2014; DIRT - October 28, 2014; Substance Abuse Prevention Month Proclamation
- Halloween Hours: Friday October 31, 6:00 PM - 8:00 PM

Documents: BPAC_INPUT SESSION.PDF, OVERDOSE VIGIL.PDF, DIRT FLYER.PDF, PROCLAMATION--SUBSTANCE ABUSE_AWARENESS_MONTH 2014.PDF

3. OPEN SESSION

4. COMMITTEE VACANCIES

Documents: COMMITTEE VACANCIES.PDF

5. PUBLIC HEARINGS

- Change of Manager and Alteration of Premises: Double N Inc. d/b/a Sal's Pizza, 296 Chelmsford St.

Documents: SALS_CHANGE_OF_MANAGER_ALTERATION.PDF

6. LICENSES

- One Day Beer and Wine License: 11/7/14, Chelmsford Garden Club, Senior Center, 75 Groton Rd.
- One Day Beer and Wine License: 11/14/14, Harrington Elementary School PTO, CCC, 31 Princeton St.
- One Day Beer and Wine License: 11/13/14, Senior Center, 75 Groton Rd.
- Change of Manager: Apple New England d/b/a Applebee's Neighborhood Grill &, 50 Drum Hill Rd.
- Change of Manager and Change of d/b/a: Glenview Lounge & Pub to Glenview Pub and Grill Glenview Lounge & Pub, 248 Princeton St.
- Change of Hours Sunday Opening Time to 10:00 A.M.:

Drum Hill Liquor Mart, 83 Parkhurst Rd.
Cask & Bottle, 313 Littleton Rd.
Corner Cupboard, 149 Gorham St.

Documents: 1 DAY CHELMSFORD GARDEN CLUB.PDF, 1 DAY HARRINGTON PTO.PDF, 1 DAY CHELMSFORD SENIOR CENTER.PDF, APPLEBEES CHANGE OF MANAGER.PDF, GLENVIEW CHANGE OF MANAGER.PDF, DRUM HILL LIQUOR CHANGE OF HOURS.PDF, CASK-BOTTLE-CHANGE OF HOURS.PDF, CORNER-CUPBOARD-CHANGE OF HOURS.PDF

7. REPORTS & PRESENTATIONS

- Stephanie Cronin: CIC Proposal, Middlesex 3 Transportation Management Association and Workforce Development Coordinator
- Marc Grant & Fred Schlicher: Chelmsford Saves Energy Cost Reduction Program
- Pete Pedulla: Chelmsford Telemedia Government Archive Project
- Sandy Collins & Nancy Burns: Upper Merrimack Valley Medical Reserve Corps
- Jerry Loew: Citizen Petition Warrant Article 11

Documents: MIDDLESEX 3 CIC OVERVIEW (9 25 14REV3).PDF, CHELMSFORDSAVES100614.PDF, GAP PRESENTATION-10-6-2014.PDF, UVMVRC-BOS-PRESENTATION-10-6-2014.PDF

8. DISCUSSION REGARDING PRESERVATION OF 101 MILL ROAD PROPERTY

9. DISPOSITION OF DUTTON HOUSE

Documents: DUTTON HOUSE DISPOSITION CRITERIA - OCT 14.PDF, MCCLURE_DUTTON HOUSE OFFER IV.PDF, SARGENT_DUTTON_HOUSE.PDF, DH_PROPOSALS_PERMITTING_ANALYSIS.PDF

10. BOARD RECOMMENDATIONS ON FALL TOWN MEEING WARRANT ARTICLES

Documents: 2014 FTM LIST OF WARANT ARTICLES.PDF, POSTED_2014_FTM_WARRANT.PDF

11. TOWN MANAGER REPORTS

- EPA's Draft Storm Sewer General Permit Released
- Settlement Agreement for Sewer Connection to Westford Racquet & Fitness Club
- Concern Regarding Group Home Concentration in Old Stage Neighborhood

Documents: EPA_STORMWATER_PERMIT.PDF, WESTFORD_RAQUET_CLUB_SEWER_AGREEMENT_FINAL.PDF, GROUP_HOME_CONCENTRATION-EMAIL-10-1-2014.PDF

12. TOWN MANAGER BID AWARDS

- Tax Possession Auction Services

Documents: BID-AWARD-TAX-POSSESSION.PDF

13. MEETING MINUTES

- Regular Meeting Minutes: August 25, 2014
- Regular Meeting Minutes: September 8, 2014

Documents: 8-25-14 BOS MINUTES_.1.PDF, 9-8-14 BOS MINUTES_.1.PDF

14. SELECTMEN LIAISON REPORTS & REFERRALS

15. PRESS QUESTIONS

RECEIVED
2014 OCT -6 PM 3:10
TOWN OF CHELMSFORD
ONORAH Z. MALONEY
TOWN CLERK

16. EXECUTIVE SESSION

- Consider the Value of Real Property

NEXT REGULAR MEETING DATE: October 27, 2014

RECEIVED

2014 OCT -6 PM 3:10

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK



BOARD OF SELECTMEN MEETING AGENDA
October 6, 2014
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Karen Taylor: Bicycle & Pedestrian Advisory Committee Public Input Session, October 16, 2014
- Sue Rosa: Overdose Vigil, October 26, 2014
- Halloween Hours: Friday October 31, 6:00 PM - 8:00 PM

Documents: OVERDOSE VIGIL PDF, BPAI INPUT SESSION PDF

3. OPEN SESSION

4. COMMITTEE VACANCIES

Documents: COMMITTEE VACANCIES PDF

5. PUBLIC HEARINGS

- Change of Manager and Alteration of Premises: Double N Inc. d/b/a Sal's Pizza, 296 Chelmsford St.

Documents: SALS CHANGE OF MANAGER ALTERATION PDF

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- One Day Beer and Wine License: 11/7/14, Chelmsford Garden Club, Senior Center, 75 Groton Rd.
- One Day Beer and Wine License: 11/14/14, Harrington Elementary School PTO, CCC, 31 Princeton St.
- One Day Beer and Wine License: 11/13/14, Senior Center, 75 Groton Rd.
- Change of Manager: Apple New England d/b/a Applebee's Neighborhood Grill &, 50 Drum Hill Rd.
- Change of Manager and Change of d/b/a: Glenview Lounge & Pub to Glenview Pub and Grill Glenview Lounge & Pub, 248 Princeton St.
- Change of Hours Sunday Opening Time to 10:00 A.M.:

Drum Hill Liquor Mart, 83 Parkhurst Rd.
Cask & Bottle, 313 Littleton Rd.
Corner Cupboard, 149 Gorham St.

Documents: 1 DAY CHELMSFORD GARDEN CLUB PDF, 1 DAY HARRINGTON PTO PDF, 1 DAY CHELMSFORD SENIOR CENTER PDF, APPLEBEE'S CHANGE OF MANAGER PDF, GLENVIEW CHANGE OF MANAGER PDF, DRUM HILL LIQUOR CHANGE OF HOURS PDF, CASK & BOTTLE CHANGE OF HOURS PDF, CORNER

RECEIVED
2014 OCT -2 PM 1:43
TOWN OF CHELMSFORD
DORINA Z. MALONEY
TOWN CLERK

7. REPORTS & PRESENTATIONS

- Stephanie Cronin: CIC Proposal, Middlesex 3 Transportation Management Association and Workforce Development Coordinator
- Marc Grant & Fred Schlicher: Chelmsford Saves Energy Cost Reduction Program
- Sandy Collins & Nancy Burns: Upper Merrimack Valley Medical Reserve Corps
- Pete Pedulla: Chelmsford Telemedia Government Archive Project
- Jerry Loew: Citizen Petition Warrant Article 11

Documents: MIDDLESEX 3 CIC OVERVIEW 10-23-13 RBV A.PDF,
CHELMSFORD SAVES ENERGY.PDF, UMWVRC BOS PRESENTATION 10-23-13.PDF, GAP PRESENTATION-10-8-2013.PDF

8. DISCUSSION REGARDING PRESERVATION OF 101 MILL ROAD PROPERTY

9. DISPOSITION OF DUTTON HOUSE

Documents: DUTTON HOUSE DISPOSITION OPTIONS - OCT 14.PDF,
ENCLOSURE DUTTON HOUSE OFFER II.PDF, SARGENT DUTTON HOUSE.PDF,
UR PROPOSALS PERMITTING ANALYSIS.PDF

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GROUP HOME CONCENTRATION-SMALL 10-1-2013.PDF

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- Tax Possession Auction Services

Documents: BID-AWARD-TAX-POSSESSION.PDF

13. MEETING MINUTES

- Regular Meeting Minutes: August 25, 2014
- Regular Meeting Minutes: September 8, 2014

Documents: 08-25-14 BOS MINUTES_1.PDF, 09-08-14 BOS MINUTES_1.WDF

14. SELECTMEN LIAISON REPORTS & REFERRALS

15. PRESS QUESTIONS

16. EXECUTIVE SESSION

- Consider the Value of Real Property

NEXT REGULAR MEETING DATE: October 27, 2014

RECEIVED
2014 OCT -2 PM 7:43
TOWN OF CHELMSFORD
CHRISTINA Z. MALONEY
TOWN CLERK

Approved 11/10/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2014 NOV 12 PM 2:17

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
October 6, 2014**

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM. Molly Loughman of the Chelmsford Independent indicated she was audio taping this meeting.

Public Service Announcements

Karen Taylor: Bicycle and Pedestrian Advisory Committee Public Input Session, October 16, 2014

Ms. Taylor invited the public to the input session which will discuss the draft Bicycle and Pedestrian Master Plan. The session will be held at the Police Station Community Room from 7:00PM-9:00PM.

Sue Rosa: Overdose Vigil-October 26, 2014; DIRT-October 28, 2014; Substance Abuse Prevention Month Proclamation

Ms. Rosa listed planned programs primarily directed at students and elderly residents. The proclamation was read by Selectman Askenburg, and accepted by Ms. Rosa.

Halloween Hours: Friday, October 31, 2014, 6:00PM-8:00PM

Announcement was made by Selectman Hanson.

Open Session

Peggy Dunn, 2 Bridge St., described the history of the Dutton House purchase by the Town, and urged the Board to support the proposal submitted by Dr. Sargent.

Karen James-Comeau, 2 Packard Lane, also supported Dr. Sargent's proposal as she did not support Mr. McClure's proposed location for the Dutton House.

Mary Donovan felt the Center Fire Station on North Rd. should not be destroyed, but could be a Police and Fire Museum and Tourist Center that would be enjoyed by seniors and students. Mrs. Donovan announced she was volunteering to organize a potential museum.

Approved 11/10/2014

Debra Siriani, Director of the Senior Center, invited the public to a luncheon being held on October 22, 2014 beginning at 11:30AM to celebrate the 25th anniversary of the Senior Center.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Public Hearings

Change of Manager and Alteration of Premises: Double N Inc. d/b/a Sal's Pizza, 296 Chelmsford St.

Greg Ryan was present for questions, and he explained the business is getting its licenses updated. No alcohol is served outside, and outside seating is temporary.

No comments were received from the audience, and the Board had no further questions.

Motion: by Selectman Askenburg to close the Public Hearing for Double N Inc. d/b/a Sal's Pizza. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Dixon to waive the two-week waiting period for Double N Inc. d/b/a Sal's Pizza. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to approve a Change of Manager and alteration of Premises for Double N Inc. d/b/a Sal's Pizza to be exercised on the premises at 296 Chelmsford St. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Licenses

One Day Beer and Wine License-Chelmsford Garden Club, November 13, 2014, Senior Center, 75 Groton Rd.

Connie Smith and Cynthia Bryant announced the event is a fashion show to include a silent auction and raffle. A certified bartender will be present.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License to the Chelmsford Garden Club for November 13, 2014 for the hours of 6:00PM-10:00PM, to be exercised on the premises at 75 Groton Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

One Day Beer and Wine License-Harrington Elementary School PTO, November 14, 2014 CCC, 31 Princeton St.

Shari Monnes explained this is a trivia night fundraising event.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License to the Harrington Elementary School PTO for November 14, 2014 for the hours of 7:00PM-11:00PM, to be exercised on the premises at 31 Princeton St. Seconded by Selectman Joyce. **Motion carries, unanimous.**

One Day Beer and Wine License-Chelmsford Senior Center, November 7, 2014, Senior Center, 75 Groton Rd.

Debra Siriani explained this is a volunteer recognition event to include dinner and music.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License to the Chelmsford Senior Center for November 7, 2014 for the hours of 4:00PM-7:00PM, to be exercised on the premises at 75 Groton Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Change of Manager: Apple New England d/b/a Applebee's Neighborhood Grill, 50 Drum Hill Rd.

Robert Novachek, the new General Manager of the restaurant was present for questions. The Board had no further questions.

Motion: by Selectman Askenburg to approve a Change of Manager for Apple New England LLC d/b/a Applebee's Neighborhood Grill and Bar, from Stephen Dixon to Robert R. Novacek, to be exercised on the premises at 50 Drum Hill Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Change of Manager and Change of d/b/a: Glenview Lounge & Pub to Glenview Pub and Grill. 248 Princeton St.

Patricia Paulauski was present for questions. The Board had no further questions.

Motion: by Selectman Askenburg to approve a Change of Manager from Sheila Vaughn to Patricia A. Paulauski and a Change of d/b/a for Glenview Lounge and Pub to Glenview Pub and Grill to be exercised on the premises at 248 Princeton St. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Change of Hours: Sunday Opening time to 10:00AM: Drum Hill Liquor Mart, 83 Parkhurst Rd.

Phyllis Gervais was present to request this change.

Motion: by Selectman Askenburg to approve a Change of Hours to the Package Store All Alcohol License for Drum Hill Liquor Mart from 12:00PM opening to 10:00AM opening on Sundays to be exercised on the premises at 83 Parkhurst Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Cask & Bottle, 313 Littleton Rd.

Patrick Caires was present to request this change.

Motion: by Selectman Askenburg to approve a Change of Hours to the Package Store All Alcohol License for HOA Inc. d/b/a Cask and Bottle from 12:00PM opening to 10:00AM opening on Sundays to be exercised on the premises at 313 Littleton Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Corner Cupboard, 149 Gorham St.

Approved 11/10/2014

Vipul Patel, General Manager, was present to request this change.

Motion: by Selectman Askenburg to approve a Change of Hours to the Package Store All Alcohol License for DJVP Ram Corporation d/b/a Corner Cupboard from 12:00PM opening to 10:00AM opening on Sundays to be exercised on the premises at 149 Gorham St. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reports and Presentations

Stephanie Cronin: CIC Proposal, Middlesex 3 Transportation Management Association and Workforce Development Coordinator

Ms. Cronin requested the Board's support of this grant application which will cover certain expenses for the first year of a program funded by participating businesses. It will provide reliable transportation options to attract talented workers in outlying areas without transportation to their companies.

Motion: by Selectman Askenburg to support the Community Innovation Challenge Grant Application being submitted by the Middlesex 3 Coalition, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Marc Grant & Fred Schleicher: Chelmsford Saves Energy Cost Reduction Program

Marc Grant, 103 Kristen Dr., reported that about 200 people have signed up for their free energy assessment. Their goal is to have 400 people sign up, and contact numbers were provided. A workshop is being held at the Chelmsford Center for the Arts on October 30, 2014 which is open to the general public. The program offers many discounted services which will help offset the major rate increases being announced by National Grid. There is also a program available for small businesses.

Pete Pedulla: Chelmsford Telemedia Government Archive Project

Mr. Pedulla explained this project was created to provide a digital video archive of all past Chelmsford government meetings. He researched how this was approached by other communities, and a program offered by Archive.org appears to be a feasible solution. Their database structure makes files searchable by keywords.

Volunteer help is needed to tag the Town's files with keywords, and anyone can do this work either at the library or from their home. It is anticipated that this project could take up to 5 years to complete; 2300 hours of media have been located to date.

Mr. Pedulla requested the Board to establish a protocol for doing the work to be discussed at a meeting next week.

Sandy Collins & Nancy Burns: Upper Merrimack Valley Medical Reserve Corps

Ms. Burns explained this program has been in existence for 10 years. Their goal is to train people how to assist in a disaster without getting in the way of emergency personnel. Past programs and situations responded to were described. Anyone over the age of 16 can participate in this program.

Jerry Loew: Citizen Petition Warrant Article 11

Mr. Loew was not present to discuss this Article.

Discussion Regarding Preservation of 101 Mill Rd. Property

Mr. Cohen explained the property is currently owned by the Merrimack Education Collaborative which is in the process of restructuring and liquidating their assets. It is located next to a historic mill and abuts Town-owned conservation land and soccer fields. There was hope that a partnership could be formed with another entity to preserve the property as a historic asset and provide additional parking for the nearby soccer fields. The Chelmsford Housing Authority was approached for input, but their architects determined that design costs would make a project cost prohibitive with current funding availability. The Mill Trust was approached for interest, and they have no immediate use for the building. Selectman Askenburg suggested using stabilization funds to secure the property. Chairman Wojtas advised that further discussion would be held in Executive Session.

Disposition of the Dutton House

Two new proposals have been received for the Board's review. Community Development Director Evan Belansky provided the Board with zoning and Planning Board considerations for the new proposals. Mr. Cohen recommended that the Board determine criteria to establish what their goal is for this house. Selectman Joyce agreed to work to obtain input from the Historic District Commission and develop criteria to be discussed at the next Board meeting.

Board Recommendations on Fall Town Meeting Warrant Articles

Selectman Hanson suggested promoting the See-Click-Fix application at Town Meeting.

Article 1-Reports of Town Officers/Committees

No motion needed.

Article 2-E-Rate Revenue to the School Department

Motion: by Selectman Askenburg to recommend approval of Article 2, as presented.

Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 3-Funding for Collective Bargaining Agreements

No action needed, as no agreements have been reached.

Article 4-Amend Fiscal Year 2015 Operating Budget

Selectman Askenburg recommended tabling this vote until more information was available regarding the School Department overruns.

Article 5-Free Cash to Sewer Construction Stabilization Fund

Motion: by Selectman Askenburg to recommend approval of Article 5, as presented.

Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 6-Citizen Petition: Relocate Vehicle Maintenance to DPW Alpha Road Facility

Vote was tabled, pending more information on the School Department situation.

Approved 11/10/2014

Article 7-Citizen Petition: Demolition of Center Fire Station at 7 North Rd.

Vote was tabled, pending more information on the School Department situation.

Article 8-Free Cash to Reduce the Property Tax Levy

Vote was tabled, pending more information on the School Department situation.

Article 9-Free Cash to General Stabilization Fund

Vote was tabled, pending more information on the School Department situation.

Article 10-Board of Assessors Town-wide Property Inspection

The Board of Assessors will be invited to a meeting in November to explain how their overlay accounts work.

Motion: by Selectman Askenburg to recommend approval of Article 10, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 11-Citizen Petition: Amend the Town Charter to Elect Zoning Board of Appeals Members

Motion: by Selectman Hanson to recommend against Article 11. Seconded by Selectman Dixon. Selectmen Wojtas, Dixon, and Hanson in favor; Selectmen Askenburg and Joyce opposed. **Motion carries.**

Article 12-Zoning Bylaw: Signs and Outdoor Lighting

George Zaharoolis, Mike Raisbeck, and Kelly Beatty were present for questions regarding these changes. The changes seek to codify measurements and intensity of LED lighting. Mr. Beatty showed the difference between 5000 and 3000 Kelvin light bulbs as an example. The new Winstanley project in Chelmsford Center will utilize 2700 Kelvin lights in their parking lot fixtures.

Motion: by Selectman Askenburg to recommend approval of Article 12, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 13-Home Rule Petition: CCA & CCC Liquor Licenses

Motion: by Selectman Askenburg to recommend approval of Article 13, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Article 14-Acceptance of MGL Chapter 40, Section 58 Municipal Charges Lien for Unpaid Public Safety Details

Motion: by Selectman Askenburg to recommend approval of Article 14, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Town Manager Reports

EPA's Draft Storm Sewer General Permit Released

Comments on this federal legislation are being accepted by the EPA through December 29, 2014. The legislation aims to regulate what goes into the ground from catch basins and other drainage structures. It will include significant testing fees and other implementation impacts. Similar legislation is already in place in New Hampshire, and will affect over 200 communities in Massachusetts. The Board agreed to prepare a response when more facts are known.

Settlement Agreement for Sewer connection to Westford Racquet & Fitness Club

The settlement agreement was provided for the Board's review.

Motion: by Selectman Askenburg to accept and approve the settlement agreement between The Town of Chelmsford and Michael & Joan Shyjan d/b/a Westford Racquet and Fitness Club, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Concerns Regarding Group Home Concentration in Old Stage Neighborhood

Mr. Cohen reported that this matter was reviewed by Town Counsel, and the Board was advised not to commit at this time without more details, citing litigation filed against the Town of Framingham on a similar issue. The Town was advised they could not impede upon private property owners' rights on how to use their own property.

Other Reports

The Board was reminded that Police Chief Murphy's last day will be October 8, 2014. Chief Spinney and Deputy Chief Daniel Ahern will be sworn in on October 9, 2014. Other appointments will be made as positions are filled.

Absentee Ballots will be available through November 3, 2014. The deadline to register to vote in the November 4 State Election is October 15, 2014.

Town Manager Bid Awards

Tax Possession Auction Services

Town Treasurer John Sousa explained 3 proposals were evaluated for this service. The recommended vendor has completed two auctions for the Town successfully.

Motion: by Selectman Askenburg to approve the Town Manager's bid award for Tax Possession Auction Services to Zekos Group of Shrewsbury, MA for a one year term with an option for up to two more years. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Meeting Minutes

Regular Meeting Minutes-August 25, 2014

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of August 25, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Regular Meeting Minutes-September 8, 2014

Approved 11/10/2014

Motion: by Selectman Joyce to approve the Regular Meeting Minutes of September 8, 2014, as presented. Seconded by Selectman Hanson. Selectman Askenburg abstained, all others in favor.
Motion carries.

Selectmen Liaison Reports and Referrals

Selectman Hanson:

No referrals or reports.

Selectman Joyce:

-A status was requested of the gate situation on Burning Tree Rd. Mr. Cohen advised that National Grid has not responded to his inquiry.

Selectman Askenburg:

-The Board of Health is hosting a Flu Clinic on October 16, 2014 at the Chelmsford Senior Center. Participants were asked to bring their insurance information with them.

Selectman Dixon:

-Condolences were given on Ted Godfroy's passing. Mr. Godfroy was a former Town employee, and a great supporter of veterans' affairs.

Chairman Wojtas:

-There will be a Tri-Board meeting on Tuesday, October 14, 2014 at the School Administration Building beginning at 7:00PM to discuss the School Department budget impacts.

-The Medical Marijuana Dispensary proposal for Industrial Avenue was approved by the City of Lowell. The operator will be meeting with abutters for questions. The board will be kept apprised of developments.

-Selectman Dixon was congratulated for receiving a Volunteerism Award from the Paul Center.

-This year's One Book selections were listed. Votes are due by November 4, 2014. Participants can cast their votes at the Library.

-The Board will host a Public Input Session for November 17, 2014. Location will be announced.

Press Questions

No one came forward at this time.

Executive Session

Motion: by Selectman Askenburg to enter into Executive Session, not to return to Regular Session, for the purpose of Considering the Value of Real Property.
Seconded by Selectman Joyce.

Roll Call Vote:

Selectman Hanson: Aye

Selectman Joyce: Aye

Chairman Wojtas: Aye

Selectman Askenburg: Aye

Selectman Dixon: Aye

Approved 11/10/2014

Regular Session was adjourned at 9:52PM

Next Regular Meeting: October 27, 2014.

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Flyer for the BPAC Public Input Session
- Proclamation and related flyers for Substance Abuse Prevention Month
- List of Committee Vacancies
- Sal's Pizza Alteration of Premises documents
- One Day License applications
- Supporting documents for Change of Manager Restaurant applications
- Supporting documents for Change of Hours of Operation on Package Store Licenses
- Middlesex 3 Coalition Grant Application Narrative
- Presentation-Chelmsford Saves Energy Efficiency Program
- Presentation of Government Archive Project
- Presentation: Medical Reserve Corps
- Memo of October 2, 2014 regarding disposition of the Dutton House, offers and CDD Permitting Analysis
- 2014 Annual Town Meeting List of Warrant Articles, and Warrant
- Memo of September 30, 2014 regarding EPA Draft Storm Sewer General Permit
- Settlement Agreement for Westford Racquet and Fitness Club
- Memo of October 1, 2014 regarding group home discussion
- Memo of September 26, 2014 and other supporting documents regarding Tax Possession Auction Services
- Meeting Minutes

**TOWN OF CHELMSFORD
BOARD OF SELECTMEN MINUTES – Executive Session**

October 6, 2014
50 Billerica Rd.
Chelmsford, MA 01824

RECEIVED

2014 NOV 12 PM 12:57

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
George Dixon, Jr., Selectman
Matthew Hanson, Selectman

Paul Cohen, Town Manager

101 Mill Road

Selectman Askenburg stated that acquiring this property should be a high priority. She suggested that it could be purchased using a combination of Community Preservation Funds and the Town's Stabilization Fund. Selectman Joyce noted that CPC does not have sufficient funds at this time, although additional funds will be forthcoming from the state; however, the timeline is unclear at this point.

The Town Manager asked what the use might be for the property, given that the Housing Authority has declined to pursue any options to use it. Chairman Wojtas was asked to communicate with the Director of the Housing Authority, and ask that they reconsider any possible plans that may help the community maintain control of the property.

The Town Manager was directed to reach out to the owners of the property to see if they would agree to delay accepting any private purchase offers until the Town was able to pursue other opportunities, including identifying funding sources, to possibly arrange a purchase. If necessary, Selectman Dixon suggested offering a deposit to hold the property until alternative options are evaluated.

Adjournment:

Motion: by Selectman Askenburg to adjourn at 10:30PM. Seconded by Selectman Joyce.

Roll call vote:

Selectman Joyce: Aye.

Selectman Askenburg: Aye.

Selectman Dixon: Aye.

Selectman Hanson: Aye.

Chairman Wojtas: Aye.

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BOARD OF SELECTMEN MEETING AGENDA
JOINT W/ SCHOOL COMMITTEE & FINANCE COMMITTEE
October 14, 2014
School Administration, 230 North Road
Chelmsford, MA 01824

1. CALL TO ORDER - 7:00 PM
2. SCHOOL COMMITTEE PROCESS FOR BILLS
3. AUDIT STATUS/ FINANCIAL MANAGEMENT REVIEW
4. STATUS ON MEETINGS BETWEEN SCHOOL DEPARTMENT AND MUNICIPAL OFFICIALS
5. EFFECTS ON FY2015 AND FY2016 BUDGETS
6. IMPACTS ON ACCREDITATION STATUS
7. IMPACTS ON MUNICIPAL CREDIT RATING

2014 OCT -8 PM 2:31
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ONORINA Z. MALONEY
TOWN CLERK

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Approved 1/26/2015

Town of Chelmsford
Board of Selectmen Minutes
School Administration Building
230 North Rd.
Chelmsford, MA 01824

RECEIVED
2015 JAN 28 AM 11:13
TOWN OF CHELMSFORD
DORINA Z. MALONEY
TOWN CLERK

**Tri-Board Meeting MINUTES
October 14, 2014**

Board of Selectmen Attending:

Patricia Wojtas, Chairman
Matthew Hanson, Selectman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
George Dixon, Jr., Selectman

Paul Cohen, Town Manager
John Sousa, Town Treasurer
Darlene Lussier, Town Accountant

School Committee Attending:

Al Thomas
Michael Rigney
Nick DeSilvio
Evelyn Thoren
Barbara Skaar

Frank Tiano, Superintendent
Kathleen Williams, Business Manager
Ann Marie Fiore, IT Manager
Linda Hirsch, Assistant Superintendent

Finance Committee Attending:

Sheila Pichette
Tom Gilroy
Stratos Dukakis
James Clancy
Kathy Duffet
Margarita Kaliviotas
Not Present: Patrick Kimera

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00PM. Chairman Wojtas announced the items on tonight's agenda are discussion items.

Discussion Topics:

School Committee Process for Bills

Audit Status/Financial Management Review

Status on Meetings between School Department and Municipal Officials

Effects on FY2015 and FY2016 Budgets

Impacts on Accreditation Status

Impacts on Municipal Credit Rating

Approved 1/26/2015

Mr. Tiano advised that an investigation of accounts is underway, using school and town staff. A consultant is being hired to work with them, and they will be putting together an audit with Melanson Heath. Discussions with another firm are pending to do a managerial review of Best Practices.

The shortfall at this time is \$532,934.19, and invoices are still being reviewed. Reductions totaling \$350,000.00 have already been made, and they will look at further reductions to meet this goal. These estimates do not include any potential litigation costs; and costs of the consultant's work and for the audit were not available at this time.

Mr. Cohen proposed that a Special Town Meeting be scheduled for November 17, 2014, as a way to address unpaid bills, and give the School Department some time to work on their investigation. Regular Town Meeting will address non-financial items at the October 20th meeting, and the financial articles can be continued, and will be addressed after the Special Town Meeting on November 17, 2014. The vote to pay the unpaid bills will require a 9/10's acceptance at the Special Town Meeting.

Motion: by Selectman Hanson to endorse the Town Manager's time line to schedule a Special Town Meeting to precede Regular Town Meeting on November 17, 2014, as presented. Seconded by Selectman Askenburg. **Motion carries, unanimous.**

Mr. Tiano explained the school accreditation is done every ten years. They are in year 2 of the current cycle. The Learning Commons at the High School is still being staffed and will continue to function as planned. Mr. DeSilvio pointed out that planned expansions will still be completed.

Selectman Dixon asked if the three employees that were terminated could be brought back to work. Mr. Tiano stated that recall is possible, and they would not have to wait an entire year to be recalled.

Regarding Credit Rating impacts, Mr. Cohen advised that there would be a footnote in the FY2014 town audit report. The full town audit report will be presented at a November Board of Selectmen meeting. He noted no immediate impact; the Town's financial progress moving forward will be what could affect interest rates based on trends in fund balances. Discussions would happen in January or February of 2015 when long term debt is anticipated to be refunded.

Mr. Tiano assured the Boards that the DESE report due on October 31, 2014 would be ready on time. Ms. Lussier explained that unpaid bills from FY 2014 would show up on the FY2015 report.

Mr. Gilroy asked when administrators would be available for questions, and he did not receive a direct answer.

Mr. Tiano assured attendees that there would be no impacts on the department's ability to pursue or obtain grant awards.

Mr. Rigney noted that vendors have been notified about their payments, and one vendor accounts for 80% of the outstanding bills.

Chairman Wojtas requested that all information be ready prior to the Board of Selectmen's November 10, 2014 meeting.

Approved 1/26/2015

Adjourn

Motion: by Selectman Joyce to adjourn the meeting at 7:45PM. Seconded by Selectman Hanson.
Motion carries, unanimous.

Respectfully submitted,

Vivian W. Merrill
Recording Secretary

Reference Documents:

There were no printed reference documents used for this meeting.



BOARD OF SELECTMEN MEETING AGENDA
October 20, 2014
Senior Center, 75 Groton Road
Chelmsford, MA 01863

RECEIVED

2014 OCT 16 PM 13:07

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. CALL TO ORDER - 6:30 PM

2. CHANGE OF HOURS - WESTLAND PACKAGE STORE

Documents: WESTLAND WINE AND SPIRITS .PDF

3. SIGN WARRANT FOR NOVEMBER 4, 2014 STATE ELECTION

Documents: STATE_ELECTION_WARRANT-11-04-2014.PDF

4. SCHOOL DEPARTMENT AUDIT MANAGEMENT SERVICES AGREEMENT - MELANSON & HEATH

5. EXECUTIVE SESSION

- Discussion Related to the Value of Real Property

NEXT REGULAR MEETING DATE: October 27, 2014



BOARD OF SELECTMEN MEETING AGENDA
October 27, 2014
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

REVISED
T. H. Jones
10/27/14

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Halloween Hours: Friday 10/31 from 6 - 8 PM
- Regina Jackson: Veterans Day Services, 11/11 AT 11 AM at the Veterans Memorial Park on North Rd.

Documents: PROCLAMATION--VETERANS_DAY.PDF

3. OPEN SESSION

4. COMMITTEE VACANCIES

Documents: COMMITTEE VACANCIES.PDF

5. PUBLIC HEARINGS

- Transfer of Owner, Moe's Southwest Grill, 90 Drum Hill Rd.

Documents: TRANSFER OF OWNER MOES .PDF

6. LICENSES

- Change of Hours: Harrington Wine & Liquors
- Roadside Vendor License: North Pole Xmas Trees, 77 Drum Hill Rd.
- One Day Beer & Wine, Chelmsford Community Center, 10/31/2014
- One Day Beer & Wine License, Center for the Arts, 11/7/2014
- One Day Beer & Wine, Center for the Arts, 11/22/2014
- One Day Beer & Wine, Increase in Capacity and Extension of Hours, 1 Central Square, 11/26/2014
- Special License to Sell Wine at an Agricultural Event, Winter Farmers Market Agway, 11/1/14 to 2/28/15

Documents: HARRINGTON CHANGE OF HOURS.PDF, KESSLER ROADSIDE VENDOR LICENSE.PDF, ONE_DAY_CCC-10-31-14.PDF, ONE_DAY_CCA-11-07-14.PDF, ONE_DAY_CCA-11-22-14.PDF, ONE_DAY_CENTRAL_SQ.PDF, WINE AT FARMERS MARKET .PDF

7. REPORTS & PRESENTATIONS

- Evan Belansky: Update on Katrina Road Brownfields Project
- Gary Persichetti: Mill Rd Pump Station Reconstruction

8. TOWN MANAGER REPORTS

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TOWN OF CHELMSFORD
DORINA Z. MADOLEY
TOWN CLERK

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- Request to the Board of Assessors for Certification of Overlay Surplus
- Glenview Landfill Capping Project Haul Route Assessment Study
- Eastern Bank Proposal to Demolish Drive Through Structure @ 17 North Road
- Road Salt Price Increase
- MIIA Loss Control & Risk Management Grant Awards
- Harmony Park Playground
- MassDOT Response – Installation of a Crosswalk Across Littleton Road @ Oak Street Intersection

REVISED
10/27/14

Documents: OVERLAY.PDF, 14037 LANDFILL CAPPING HAUL ROUTE OCT 2014.PDF, 14037 LANDFILL CAPPING HAUL ROUTE OCT 2014 - APPENDIX.PDF, 17_NORTH_ROAD_PRESERVATION_RESTRICTION.PDF, CURRIE_PROPERTY_ORIGINAL_SITE_PLAN_03-27-14.PDF, EASTERN BANK MINOR SITE PLAN.PDF, EASTERN_BANK_APPLICATION_CERT_OF_HARDSHIP_9-8-14.PDF, ESATERN BANK APPLICATION SUBMITAL 9-8-14.PDF, MASSDOT - LITTLETON ROAD CROSSWALK.PDF

9. SIGN WARRANT FOR NOVEMBER 17 SPECIAL TOWN MEETING

Documents: SPECIAL TOWN MEETING WARRANT NOVEMBER 17 2014.PDF

10. DUTTON HOUSE DISPOSITION CRITERIA

Documents: DUTTON HOUSE INVITATION FOR BIDS - OCTOBER 14.PDF

11. MINUTES

- Executive Session Minutes, August 5, 2014
- Executive Session Minutes, September 8, 2014
- Executive Session Minutes, October 6, 2014

12. CONCERNS REGARDING THE CONCENTRATION OF GROUP HOMES

Documents: CRAWFORDS_EMAIL-10-13-2014.PDF, CRAWFORDS_EMAIL-10-21-2014.PDF

13. SELECTMEN LIAISON REPORTS & REFERRALS

14. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: November 10, 2014

TOWN OF CHELSEA
ONORINA Z. MALONEY
TOWN CLERK

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BOARD OF SELECTMEN MEETING AGENDA

October 27, 2014

Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

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2014 OCT 23 PM 3:47

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Halloween Hours: Friday 10/31 from 6 - 8 PM
- Regina Jackson: Veterans Day Services, 11/11 AT 11 AM at the Veterans Memorial Park on North Rd.

3. OPEN SESSION

4. COMMITTEE VACANCIES

Documents:

5. PUBLIC HEARINGS

- Transfer of Owner, Moe's Southwest Grill, 90 Drum Hill Rd.

6. LICENSES

- Change of Hours: Harrington Wine & Liquors
- Roadside Vendor License: North Pole Xmas Trees, 77 Drum Hill Rd.
- One Day Beer & Wine, Chelmsford Community Center, 10/31/2014
- One Day Beer & Wine, Center for the Arts, 11/22/2014
- One Day Beer & Wine, Increase in Capacity and Extension of Hours, 1 Central Square, 11/26/2014
- Special License to Sell Wine at an Agricultural Event, Winter Framers Market Agway, 11/1/14 to 2/28/15

Documents:

7. REPORTS & PRESENTATIONS

- Evan Belansky: Update on Katrina Road Brownfields Project
- Gary Persichetti: Mill Rd Pump Station Reconstruction

8. TOWN MANAGER REPORTS

- Request to the Board of Assessors for Certification of Overlay Surplus
- Glenview Landfill Capping Project Haul Route Assessment Study
- Eastern Bank Proposal to Demolish Drive Through Structure @ 17 North Road
- Road Salt Price Increase
- MIIA Loss Control & Risk Management Grant Awards
- Harmony Park Playground
- MassDOT Response – Installation of a Crosswalk Across Littleton Road @ Oak Street Intersection

1. *Introduction*
2. *Methodology*
3. *Results*
4. *Discussion*
5. *Conclusion*

The following text is a placeholder for the main body of the document, which is currently blank. It is intended to contain the detailed analysis and findings of the study.

Documents:

RECEIVED

2014 OCT 23 PM 3:47

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

9. SIGN WARRANT FOR NOVEMBER 17 SPECIAL TOWN MEETING

Documents:

10. DUTTON HOUSE DISPOSITION CRITERIA

Documents:

11. CONCERNS REGARDING THE CONCENTRATION OF GROUP HOMES

Documents:

12. MINUTES

- Executive Session Minutes, August 5, 2014
- Executive Session Minutes, September 8, 2014
- Executive Session Minutes, October 6, 2014

Documents:

13. SELECTMEN LIAISON REPORTS & REFERRALS

14. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: November 10, 2014

Approved 12/1/2014

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED
2014 DEC -2 PM 3:49
TOWN OF CHELMSFORD
CHORINA L. JOYCE
TOWN CLERK

**Regular Meeting MINUTES
October 27, 2014**

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM. Molly Loughman of the Chelmsford Independent indicated she was audio taping this meeting.

Public Service Announcements

Halloween Hours: Friday, October 31, 2014 from 6:00-8:00PM

The announcement was read by Selectman Hanson.

Regina Jackson: Veterans Day Services, 11/11 at 11:00AM at the Veterans Memorial Park on North Rd.

Mrs. Jackson invited the public to attend. Richard O'Neill will be a speaker. Proclamation was read by Selectman Askenburg, and accepted by Mrs. Jackson.

Open Session

Barbara Ward, 255 North Rd. Unit 8, wished to speak to the concerns raised about group homes, and she noted many of these concerns exist in all neighborhoods, not just those with group homes. She was concerned about allusions made about the patrons and did not agree that these homes should be in commercially zoned areas. She advised the Board these are homes for special needs adults, not institutional facilities.

Karen Comeau, 2 Packard Lane, wished to notify the Board she agrees with the criteria set for the bid process for the relocation of the Dutton House. She is still concerned with the house's proposed new location and impacts to surrounding home values.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Public Hearings

Transfer of Owner, Moe's Southwest Grill, 90 Drum Hill Rd.

Steven Hixon is the new owner of the restaurant and was present to answer any questions. The restaurant is part of a franchise, and the General Manager will remain the same.

Approved 12/1/2014

There were no comments from the audience.

Motion: by Selectman Askenburg to close the Public Hearing for Moe's Southwest Grill. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to waive the two-week waiting period for the transfer of Wine and Malt Beverage Only License for Moe's Southwest Grill. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to approve a Petition for Transfer of Ownership-Wine and Malt Beverage Only Restaurant License and Entertainment License from Salsane, Inc. d/b/a Drum Hill Moe's Southwest Grill to Chelmsford Burritos LLC d/b/a Moe's Southwest Grill to be exercised on the premises at 90 Drum Hill Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Licenses

Change of Hours: Harrington Wine & Liquors

John Harrington was present for questions regarding this request. He does not plan on changing his hours at this time, but would like to consider this option at a future time.

Motion: by Selectman Askenburg to approve a Change of Hours to the Package Store All Alcohol License for Harrington Wine and Liquors, Inc. from 12 noon opening to 10:00AM opening on Sundays to be exercised at the premises at 10 Summer St. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Roadside Vendor License: North Pole Christmas Trees, 77 Drum Hill Rd.

George and Illan Kessler were present for questions regarding the request. The location has been moved from the Sears parking lot to the Burger King parking lot next door.

Motion: by Selectman Askenburg to approve a Roadside Vendor License to North Pole Christmas Trees, to be exercised at 77 Drum Hill Rd. from November 17, 2014 to December 26, 2014, for the hours of 9:00AM-9:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

One Day Beer and Wine License-Chelmsford Community Center, October 31, 2014

Laura Lee was present for questions regarding this request. Doors will open at 7:30PM, and the movie will start at 8:30PM. Everyone is welcome.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License to the North Town Hall Advisory Committee and North Chelmsford Village Association for October 31, 2014, for the hours of 7:00PM-11:00PM, to be exercised on the premises at 31 Princeton St. Seconded by Selectman Joyce. **Motion carries, unanimous.**

One Day Beer and Wine License-Center for the Arts, November 7, 2014

Susan Gates was present for questions, and explained the event is a gallery opening. Everyone is welcome to attend.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License to the Chelmsford Center for the Arts for November 7, 2014, for the hours of 5:00PM-7:30PM, to be

exercised on the premises at 1A North Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

One Day Beer and Wine License-Center for the Arts, November 22, 2014

Donna Faubert was present for questions regarding her application. The event is a private function/birthday party for her 1-year old daughter. A TIPS certified bartender will be present.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License to Donna Faubert for November 22, 2014, for the hours of 1:00PM-5:00PM, to be exercised on the premises at 1A North Rd. Seconded by Selectman Joyce. **Motion carries, unanimous.**

One Day Beer and Wine License-Increase in Capacity and Extension of Hours, 1 Central Square, November 26, 2014

Charlie Micol was present for questions; he explained this is an annual request, and there have been no issues over the past three years. Two Firefighters and two police officers will be present during the extended hours.

Chairman Wojtas noted that a One Day request cannot be honored for a license holder that already holds a full license. Mr. Micol authorized Michael Brown to be the requestor of the One Day request.

Motion: by Selectman Askenburg to approve a One Day License to the Center Brickhouse Pizza from November 24, 2014-November 28, 2014, and increase in hours from a 1:00AM closing to a 2:00AM closing on November 26, to be exercised on the premises at 1 Central Square with the following conditions:

- 1) Two Town firefighters will be hired to monitor the occupancy and conduct life safety inspections of both building and tent from 9:30PM-1:30AM.
- 2) The occupancy limit must adhere to: 156 patrons allowed in the tent, 94 patrons in the building.
- 3) A list of the security personnel hired by Center Brickhouse Pizza must be submitted to the Fire Prevention Office in order to review occupancy compliance procedures.
- 4) A crowd control manager will be required during the hours of operation.
- 5) Signs stipulating, "No Smoking within 30 feet of an Entranceway" shall be positioned at the tent's entry and the propane location.
- 6) A permit must be obtained for the installation of the tent that complies with the Massachusetts State Building Code 780 CMR 8th Edition and the Massachusetts Fire Prevention Regulations.
- 7) The applicant will provide the heating for the tent and will be responsible for applying for the proper permits.
- 8) The tent must be erected and ready for inspection by Tuesday, November 25th at noon. This will allow sufficient time to correct any deficiencies and allow for re-inspection.
- 9) Must have Police Detail from 8:00PM-2:00AM.

Seconded by Selectman Joyce. **Motion carries, unanimous.**

Special License to Sell Wine at an Agricultural Event, Agway Winter Farmers Market November 1, 2014-February 28, 2014

Noel Powell of Aaronap Cellars requested the license so he could participate in the Winter Farmers' Market being held at Agway. He described different types of wines he will offer for sale.

Motion: by Selectman Askenburg to approve a Special License to Sell Wine at an Agricultural Event to Aaronap Cellars LLC., at Agway's Winter Farmers Market on Saturdays from

Approved 12/1/2014

November 1, 2014 to February 28, 2015, for the hours of 10:00AM-2:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reports and Presentations

Evan Belansky: Update on Katrina Road Brownfields Project

Mr. Belansky provided the history of this site, for which several grants have been awarded to contribute to the pollution clean-up. A new application has been filed with Mass. Development for the remainder of \$1.3 million of Brownfield funding. A condition of the application is there must be a third party participant to qualify for the grant. The Town would oversee the grant award to finish the clean-up. A new owner or lessee of the property would be responsible for monitoring costs for the next 10-20 years. If there are no suitors to purchase the property, there is a potential to lease the land as a community solar site.

Gary Persichetti: Mill Rd. Pump Station Reconstruction

Steve Jahnle, Town Engineer, explained that the second wet well is installed and plumbing is ready to be connected. Electricity will be connected over the next month. The station should be operational by the end of January. A funding request is being made at the Special Town Meeting to appropriate \$350,000.00 from the Sewer Enterprise Free Cash Fund to finish this project.

Mr. Persichetti reiterated that this project was not necessitated by the previously approved 40B project on Mill Rd. The needs of that project will be accommodated by the pump station on Progress Ave.

Town Manager Reports

Request to the Board of Assessors for Certification of Overlay Surplus

Mr. Cohen advised the Board that they can send a written notice to the Board of Assessors to request any leftover funds from the Overlay Surplus Account to be used for any "lawful purpose", as opposed to the funds being transferred to the General Fund, which is customary. This funding is usually held until all tax cases, utility surcharge cases, and any evaluation needs are satisfied.

Motion: by Selectman Askenburg that the Board of Selectmen send a written request to the Board of Assessors to provide a certification of the Overlay Surplus Fund. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Glenview Landfill Capping Project Haul Route Assessment Study

The complete study is available online with other information related to this project. A public meeting to discuss the study will be held in December. The study showed a minimal impact to traffic to date, which Selectman Askenburg disputed. Mr. Cohen advised the Town has received no calls or complaints as trucks are not travelling at peak times. Selectman Dixon confirmed that he has not noticed any impacts because of large truck traffic in the Drum Hill area.

Eastern Bank Proposal to Demolish Drive-through Structure at 17 North Rd.

Eastern Bank has requested permission from the Historic District Commission to demolish a drive-through structure built in 1980, and potentially replace it with a gazebo. The Historic District Commission and Planning Board would hold hearings, and the Board of Selectmen has authority over the preservation restriction. The demolition of the structure does not violate the restriction; however, the gazebo would need to be a "barnlike structure". The Board agreed to wait for a formal proposal to be presented before discussing further.

Road Salt Price Increase

Selectmen Liaison Reports and Referrals

Selectman Dixon:

-Residents were encouraged to use flashlights for Trick-or-Treating on Halloween; drivers were advised they should be extra cautious and aware of pedestrians out in the dark on this evening.

Selectman Askenburg:

-There will be a meeting on October 30, 2014, beginning at 3:00PM at the Parker Middle School to discuss the Town digitalization project.

-There will be a meeting at 4:30PM also on October 30, 2014, of the Financial Policy Sub-committee at Dunkin' Donuts.

-A Girl Scout Recognition Ceremony was held on October 26, 2014. The names of Bronze, Silver, and Gold Award recipients, as well as graduating scouts, were read into the record.

Selectman Joyce:

No Referrals or Reports this evening.

Selectman Hanson:

-Selectman Dixon was wished a Happy Birthday.

-Residents were wished a safe and Happy Halloween.

-Office hours will be held on Thursday, at Panera Bread from 5:00-6:00PM.

Chairman Wojtas:

-The Richard O'Neill Veteran Housing Opening Ceremony was held on October 22, 2014.

-Voting for the One Book selection will be open until November 4, 2014. Voting can be done at the Library.

-Residents were reminded to vote in the general election on November 4, 2014.

-There will be a Tri-Board meeting held on November 3, 2014 at the School Administration Building beginning at 7:00PM.

Press Questions

No one came forward at this time.

Next Regular Meeting: November 10, 2014.

Motion: by Selectman Askenburg to adjourn this meeting at 8:50PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

-Proclamation for Veterans Day

-List of Committee Vacancies

-One Day License applications

-Supporting documents for Moe's Southwest Grill

-Request for Change of Hours for Harrington Wine and Liquors

Approved 12/1/2014

Last year's price for road salt was \$50.88/ton. This year's price will be \$63.65, amounting to a 25% increase in cost. This increase is affecting communities country-wide.

MIIA Loss Control and Risk Management Grant Awards

The Town has recently won grant awards in the following amounts and categories: \$10,000.00 for GIS mapping of sewer lines; \$3,780.00 for roof inspections; and \$1,169.00 for park signs.

Harmony Park Playground

The Committee has agreed the current playground structure will be removed, and a new structure will be installed over the next year.

MASS DOT Response-Installation of a crosswalk on Littleton Rd. at Oak St. Intersection

The Town received a letter from Mass. DOT that this crosswalk has been approved, but a completion date is not available yet.

Sign Warrant for November 17, 2014 Special Town Meeting

The warrant consists of four articles, which were described. The meeting will begin at 7:29PM on November 17, 2014 at the Chelmsford Senior Center. The articles not discussed at the previous regular Town Meeting will follow. The meeting could be continued to November 20, 2014 if needed.

Motion: by Selectman Askenburg to sign and post the Warrant for a Special Town Meeting to be held on November 17, 2014, to begin at 7:29PM, at the Chelmsford Senior Center 75 Groton Rd., in North Chelmsford, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Dutton House Disposition Criteria

A new proposal was received for the property, offering over \$10,000.00, which will trigger a new bid invitation. The deadline to submit bids will be December 3, 2014, at 11:00AM. The evaluation criteria were reviewed by the Board, and will be included in the bid request documents.

Meeting Minutes

Executive Session Meeting Minutes-August 25, 2014

Motion: by Selectman Askenburg to approve and release the Executive Session Meeting Minutes of August 25, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Executive Session Meeting Minutes-September 8, 2014

Motion: by Selectman Joyce to approve and release the Executive Session Meeting Minutes of September 8, 2014, as presented. Seconded by Selectman Hanson. Selectman Askenburg abstained, all others in favor. **Motion carries.**

Executive Session Meeting Minutes-October 6, 2014

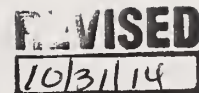
Motion: by Selectman Askenburg to approve and release the Executive Session Meeting Minutes of October 6, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Concerns Regarding the Concentration of Group Homes

The Board acknowledged it has no control over where these homes are located, and cannot take a stand on this issue. Residents near these homes were encouraged to speak with the owners of the homes to talk about concerns or issues. If noise or traffic issues persist, police could be contacted for assistance.

Approved 12/1/2014

- Roadside Vendor License-North Pole Christmas Trees
- Supporting documents for sale of wine at Agway Winter Farmers Market
- Narrative relating to Part 1, Title 9, Chapter 59, Section 25 of the Overlay Surplus Account
- Haul Route Assessment Study-Glenview Landfill Capping Project
- Documents relating to Eastern Bank's request to demolish a Drive-through Structure
- Memo of October 10, 2014 regarding crosswalk at Littleton Rd.
- Warrant for Special Town Meeting
- Bid documents for the Dutton House
- Meeting Minutes
- Memos regarding Group Homes



BOARD OF SELECTMEN
JOINT W/ SCHOOL COMMITTEE & FINANCE COMMITTEE
MEETING AGENDA
November 3, 2014
School Admin Building, 230 North Road
Chelmsford, MA 01863

1.
7:00P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST
2.
PRELIMINARY AUDIT FINDINGS
John Sullivan, Melanson & Heath
3.
DISCUSSION REGARDING TOWN MEETING WARRANT ARTICLES

TOWN OF CHELMSFORD
DORIAN Z. TALONEY
TOWN CLERK

2014 OCT 31 PM 3:29

RECEIVED



BOARD OF SELECTMEN
JOINT W/ SCHOOL COMMITTEE & FINANCE COMMITTEE
MEETING AGENDA
November 3, 2014
School Admin Building, 230 North Road
Chelmsford, MA 01863

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST
2. PRELIMINARY AUDIT FINDINGS
John Sullivan, Melanson & Heath
3. DISCUSSION REGARDING TOWN MEETING WARRANT ARTICLES
4. PRESS QUESTIONS

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

2014 OCT 30 PM 7:15

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Approved 12/1/2014

Town of Chelmsford
Board of Selectmen Minutes
School Administration Building
230 North Rd.
Chelmsford, MA 01824

RECEIVED

2014 DEC -2 PM 3:48

TOWN OF CHELMSFORD
ONORINA L. MALLONEY
TOWN CLERK

**Tri-Board Meeting MINUTES
November 3, 2014**

Board of Selectmen Attending:

Patricia Wojtas, Chairman
Matthew Hanson, Selectman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
Not Present:
George Dixon, Jr., Selectman

Paul Cohen, Town Manager
John Sousa, Town Treasurer
Darlene Lussier, Town Accountant

School Committee Attending:

Michael Rigney
Nick DeSilvio
Evelyn Thoren
Barbara Skaar
Consultant
Not Present:
Al Thomas

Frank Tiano, Superintendent
Kathleen Williams, Business Manager
Ann Marie Fiore, IT Manager
Linda Hirsh, Assistant Superintendent
Frank Antonelli, Independent

Finance Committee Attending:

Sheila Pichette
Tom Gilroy
Stratos Dukakis
James Clancy
Kathy Duffet
Margarita Kaliviotas
Patrick Kimera

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00PM. Molly Loughman of the Chelmsford Independent and Alana Melanson of the Lowell Sun indicated they were also recording this meeting. .

Preliminary Audit Findings

John Sullivan, Melanson & Heath

Mr. Sullivan presented a spreadsheet to show trending analysis of the School Department budgets from FY2012 through FY2015. The next phase of work will include looking at the department's policies and procedures, payment cycles and internal processes.

It was noted that every year there are rollover encumbrances. These encumbrances used to be over \$1 million annually and are now around \$53,000.00, which indicates that money has been getting tighter. A recommendation was made to reconfigure the accounting systems used to make it easier to reconcile accounts with the Town Accountant.

To date, \$860,000.00 in FY2014 invoices were paid with funds for FY2015. \$140,000.00 in bills were rejected due to not being previously approved. These bills will need Town Meeting approval in order to be paid.

Accounts that appear to be causing a majority of the deficit appear to be in the categories of Teacher Specialists, Substitute Teachers, Special Education PSP's, Special Education Services, Transportation, Utilities, and Payroll errors. Some of the issues appear to be inadequate budgeting appropriations, loss of credits and grant monies, and inconsistencies on where people and services are being charged.

Major recommendations include the following:

- Some encumbrances are acceptance, and are progressive.
- Insufficient budget items in certain categories should be addressed.
- Continue using this spreadsheet approach to focus on year-end figures.
- Set up responsibility centers where more people are involved in the budget and can be held accountable.
- Create a cushion for unexpected expenses.

A summary of outstanding amounts was listed. Available accounts to pay some of these accounts were the Circuit Breaker Account and the School Choice Account. Mr. Sullivan noted that multiple school department accounts are restricted in what they can be used for. He also noted that many of the Special Education issues he found are being faced by many communities, largely as a result of outside funding sources no longer being available combined with exponential growth in the number of students requiring these services. He noted that even if budgeted amounts are lower than actual expenses, the actual expenses are still being paid.

Mr. DiSilvio was very concerned that utility costs are coming in much higher than anticipated, and that budget item was cut in half because of expected savings in the ESCO contract which have not been realized yet.

Mr. Rigney suggested having a buffer of \$500,000.00 for unexpected expenses. Mr. Dukakis requested a breakdown of expenses by school. He was advised this would be provided, but there would be inaccuracies as some expenses charged to a school do not necessarily belong to that school as some personnel perform services for more than one school.

Ms. Lussier, Town Accountant noted that many similar expenses on the General Government side are much lower than the School Department's expenses. Mr. Cohen advised that the solar array panels have not gone live yet as net metering credit models are still being negotiated with National Grid. Ms. Lussier suggested that the e-rate account could be used for some the outstanding expenses, and that more research was needed for telephone utility services as well.

Discussion regarding Town Meeting Warrant Articles

Mr. Cohen reminded attendees that Town Meeting would convene in two weeks, and he presented a spreadsheet of available Town funds and expenses, with a potential method to maximize use of available

Approved 12/1/2014

funds to cover as many expenses as possible. Mr. Tiano and Mr. Cohen recognized the need to find a strategy to address the budget for FY2016, as many of the present funding sources are not recurring, and everyone is aware of the current deficit.

Adjourn

Motion: by Selectman Joyce to adjourn the meeting at 9:10PM. Seconded by Selectman Hanson.
Motion carries, unanimous.

Respectfully submitted,

Vivian W. Merrill
Recording Secretary

Reference Documents:

-Summary Spreadsheet of Funding Sources and Town Meeting Warrant Articles



BOARD OF SELECTMEN MEETING AGENDA
November 10, 2014
Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED

2014 NOV 5 PM 3:46

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST
2. PUBLIC SERVICE ANNOUNCEMENTS

- Vivian Merrill: Rabies Clinic, December 6 from 10 AM - 12 PM
- Peggy Dunn: Center Village Art Walk 2015, first week in February

Documents: **RABIES_CLINIC.PDF, CENTER VILLAGE ART WALK 2015.PDF**

3. OPEN SESSION
4. COMMITTEE VACANCIES

Documents: **COMMITTEE VACANCIES.PDF**

5. LICENSES
Road Side Vendor Licenses:

- Jack Kartel/Boy Scout Troop 75, Chelmsford Elks, 300 Littleton Rd., 11/29-12-20
- Benton Burgess, Chelmsford Little League Parking Lot, 11/29-12/23
- Central Congregational Church, 1 Worthen St., 11/29-12/23
- Almo's Flower Garden Center Inc., 55 Graniteville Rd., 11/23-12/25

Documents: **ROADSIDE VENDOR.PDF**

6. REPORTS & PRESENTATIONS

- John Sousa: Vacate Foreclosure, 5 Drexel Drive
- Onorina Maloney: Consolidating of Polling Locations
- Gary Persichetti and John Shortsleeve, Bay State Consultants: Solar Array Virtual Net Metering Conversion and Solar Array Maintenance Agreement
- Powers and Sullivan - FY14 Financial Audit

Documents: **5 DREXEL DR .PDF, DRAFT FY14 FINANCIAL STATEMENTS.PDF**

7. TOWN MANAGER REPORTS

- NMCOG District Local Technical Assistance VIII Request for Proposals
- Financial Status Report of CCA and CCC operations at the Town Halls

Documents: NMCOG_MEMO-DLTAVIII RFP.PDF, CHELMSFORD DLTA VIII RFP COVER LETTER.PDF, DLTA VIII PROJECT DESCRIPTION.DOCX, DLTA VIII PROJECT CRITERIA.DOCX, PERMIT-EXTENSION-ACT-FAQ-UPDATED-9-18-12-FINAL.PDF, FY15 1ST QUARTER YTD CCA.PDF, FY15 1ST QUARTER YTD NORTH CC.PDF

8. RECOMMENDATIONS ON SPECIAL TOWN MEETING AND FALL ANNUAL TOWN MEETING WARRANT ARTICLES

Documents: SPECIAL TOWN MEETING WARRANT NOVEMBER 17 2014.PDF, RECOMENDATION STM-11-17-14.PDF, TOWN MANAGER RECOMMENDATIONS FOR 11-14 STM-ATM WARRANT ARTICLES.PDF, TOWN MANAGER RECOMMENDATIONS ON STM-FATM ARTICLES.PDF

9. FINANCIAL POLICY SUBCOMMITTEE UPDATE

Documents: POLICY REVISIONS - 11-5-2014.PDF

10. BOARD OF SELECTMEN MEETING SCHEDULE

Documents: MEETING_SCHEDULE.PDF

11. APPOINTMENTS

- Center for the Arts Advisory Committee: Donald Van Dyne, 3 year term expiring 6/30/2017
- Council on Aging: Nicholina Bischoff, 3 year term expiring 6/30/2017
- East Chelmsford/Harmony Park Redesign & Renovation Committee: Wendy Batchelder, 1 year term expiring 6/30/2015

Documents: COMMITTEE APPLICATIONS.PDF, COMMITTEE_APPLICATION-BATCHELDER.PDF

12. MINUTES

Regular Meeting Minutes: June 16, 2014
Regular Meeting Minutes: October 6, 2014

Documents: 10-6-14 BOS MINUTES.1.PDF, 6-16-14 BOS MINUTES.1.PDF

13. SELECTMEN LIAISON REPORTS & REFERRALS

14. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: December 1, 2014

RECEIVED
2014 NOV 10 PM 3:46
TOWN OF CHELMSFORD
NORINA Z. MAHONEY
TOWN CLERK

Approved 1/5/2015

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

**Regular Meeting MINUTES
November 10, 2014**

RECEIVED

2015 JAN 16 AM 9:44

TOWN OF CHELMSFORD
ONORINA L. MALONEY
TOWN CLERK

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM. Molly Loughman of the Chelmsford Independent indicated she was audio taping this meeting.

Public Service Announcements

Vivian Merrill: Rabies Clinic, December 6, 2014 from 10:00AM-12:00PM

All residents are welcome. 2015 Dog licenses will also be available. All animals must be on a leash or in a carrier.

Peggy Dunn: Center Village Art Walk 2015, first week in February

Ms. Dunn announced the theme for this year's Art Walk will be 'Chelmsford: A Town for all Seasons'. Twenty windows are available for displays which will be judged, all artists are welcome to submit a piece. Photos of the previous walk were shown. This program is done in partnership with the Cultural District Collaborative, which meets quarterly.

Open Session

Mary Donovan, Tanglewood Drive, advised the Board that the old Center Fire Station is listed on the National and State Historic Registers, and she has heard from many taxpayers that would like to see the building preserved. She has mailed postcards and flyers, and would like to see the building repurposed as a Fire, Police, and EMT Museum, and Information Center similar to what was done in Brookline, MA. Another option could be to host a Veteran's Assistance Service Center of some sort.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Licenses

Road Side Vendor Licenses:

Jack Kartel, Boy Scout Troop 75, Chelmsford Elks, 300 Littleton Rd., November 29, 2014-December 20, 2014

Jack Kartel, 4 Samuel Rd, Troop 75, was present for questions. Trees and wreaths will be sold on weekends only.

Motion: by Selectman Askenburg to approve a Roadside Vendor License to Jack Kartel/Boy Scout Troop 75 at 300 Littleton Rd., from November 29, 2014 to December 20, 2014 for the hours of 10:00AM-5:00PM on weekends only. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Almo's Flower Garden Center Inc., 55 Graniteville Rd. November 23, 2014-December 25, 2014

The applicant was present for questions.

Motion: by Selectman Askenburg to approve a Roadside Vendor License to Almo's Flower Garden Center Inc., at 55 Graniteville Rd., from November 28, 2014 to December 25, 2014 for the hours of 8:00AM-8:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Benton Burgess, Chelmsford Little League Parking Lot, November 29, 2014-December 23, 2014.

Mr. Burgess listed some of the activities that the Travis Roy Foundation has participated in during the past year. This year's tree sale will be held at the Little League Field Parking Lot.

Motion: by Selectman Askenburg to approve a Roadside Vendor License to Benton Burgess, at 128 Chelmsford St., from November 29, 2014 to December 23, 2014 for the hours of 8:00AM-8:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Central Congregational Church, 1 Worthen St., November 29, 2014-December 23, 2014

No one was present on behalf of the Church. Chairman Wojtas requested the Board act on this application as the Church has requested this license for a number of previous years without issue.

Motion: by Selectman Askenburg to approve a Roadside Vendor License to Central Congregational Church at 1 Worthen St., from November 29, 2014 to December 23, 2014 for the hours of 10:00AM-8:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reports and Presentations

John Sousa: Vacate Foreclosure, 5 Drexel Drive

Mr. Sousa confirmed that the property owner has paid all outstanding amounts due.

Motion: by Selectman Askenburg to approve the Town Treasurer's request to vacate the final judgment covering the tax taking made against Elizabeth C. Quealy for unpaid taxes covering the property at 5 Drexel Drive, Chelmsford, upon payment of all taxes, interest, and charges due as provided under MGL 60:69. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Onorina Maloney: Consolidation of Polling Locations

Ms. Maloney asked the Board and the public to consider her proposal to consolidate the town's current 5 polling locations to two locations. McCarthy Middle School gyms would host 7 precincts, and the Chelmsford Senior Center would host 2 precincts. This would eliminate security concerns at the elementary schools currently used for voting, and would create efficiencies in equipment use, costs, and better parking for a potential estimated savings of \$2,300.00/year. Reducing the number of polling places would reduce voter confusion with re-districting, make it easier for candidates to meet with voters, would allow workers to respond to any issues faster, and would require less equipment moving. A proposed start date for this initiative would be the April 2015 Town Election. Voters who find the new locations inconvenient would be able to utilize "Early Voting", which is scheduled to become available for the 2016 General Election.

The Board requested time to obtain public feedback, and this would be discussed at the next regular Board meeting on December 1, 2014.

Gary Persichetti & John Shortsleeve, Bay State Consultants: Solar Array Virtual Net Metering Conversion and Solar Array Maintenance Agreement

Mr. Shortsleeve summarized the current net metering process contained within the Town's Energy Performance Contract, and suggested that the Town consider utilizing Virtual Net Metering as a way to garner increased monetary returns on energy produced by the solar panels installed on various town buildings. The solar panels are not live yet. Equipment conversion would take up to 60 days, and would cost about \$480,000.00, to be paid via an "SREC", which is a separate revenue stream. Recent utility rate increases have created market changes which can make this a better option for the Town. Mr. Cohen requested direction from the Board as soon as possible, as the first payment to National Grid is due at the end of November. The Board agreed to make decision at their meeting prior to Town Meeting on November 17, 2014.

Powers and Sullivan: FY2014 Financial Audit

Mr. Richard Sullivan, from Powers and Sullivan, described the audit process, and reported that all responses were received timely and accurately. The Town is financially sound, and good accounting practices are being met. Three issues noted were a late filing of a Special Education Report, a late Certification of a Special Education Report, and adequate work records for Special Education employees were not found. The Management Letter noted that prior year's recommendations regarding student activity fee accounts had still not been reconciled and continuing issues with encumbrances and school employee payroll. Mr. Sullivan was aware most of these issues are being discussed, and he offered his assistance.

Darlene Lussier, Town Accountant, advised errors in the MUNIS system where encumbrances were treated as expenses have been fixed. John Sousa, Town Treasurer, described the uncashed check process, and explained checks not cashed after 2 years will be moved back to the General Fund every six months instead of once a year.

Frank Tiano, School Superintendent, explained his business office is re-evaluating their entire system with the help of a consultant, and they will be reconciling their accounts monthly.

Town Manager Reports

NMCOG District Local Technical Assistance VIII Request for Proposals

Mr. Cohen explained funding requests are due by November 24, 2014. It is hoped to be able to receive some funding for façade programs suggested in the Center Village Master Plan and the Vinal Square Master Plan, or to receive funding to use for economic development opportunities.

Financial Status Report of CCA and CCC operations at the Town Halls

Both buildings' accounts are positive. Actual figures were provided to the Board for their review.

Recommendations on Special Town Meeting and Fall Annual Town Meeting Warrant Articles

Special Town Meeting Article 1-Unpaid School Department Bills

This article will be broken down into 3 votes. A majority vote is required on the first two motions, and a 9/10's vote is required for the third motion.

Motion: by Selectman Askenburg to recommend approval of Special Town Meeting Article 1. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Approved 1/5/2015

Special Town Meeting Article 2-Acquisition of 101 Mill Rd.

The Finance Committee deferred voting on this article, as there is no planned use for the property at this time. The Board agreed to assemble a committee to determine the best use for the property.

Motion: by Selectman Askenburg to recommend approval of Special Town Meeting Article 2.
Seconded by Selectman Joyce. **Motion carries, unanimous.**

Special Town Meeting Article 3-Mill Road Sewer Pump Station

Funding will come from the Sewer Enterprise Fund.

Motion: by Selectman Askenburg to recommend approval of Special Town Meeting Article 3.
Seconded by Selectman Joyce. **Motion carries, unanimous.**

Special Town Meeting Article 4-27 Katrina Rd.

Approval of this article will give the Board of Selectmen authorization to act on any offers to buy or lease this property.

Motion: by Selectman Askenburg to recommend approval of Special Town Meeting Article 4.
Seconded by Selectman Joyce. **Motion carries, unanimous.**

Fall Annual Town Meeting Article 4-Amend Fiscal Year 2015 Operating Budget

Six outstanding items will be funded through this Article.

Motion: by Selectman Askenburg to recommend approval of Fall Town Meeting Article 4.
Seconded by Selectman Joyce. **Motion carries, unanimous.**

Fall Annual Town Meeting Article 6-Citizen Petition: Relocate Vehicle Maintenance to DPW Alpha Rd. Facility

This Article has been withdrawn.

Fall Annual Town Meeting Article 7-Citizen Petition: Demolition of Center Fire Station at 7 North Rd.

The Board was divided on whether to support this Article.

Motion: by Selectman Askenburg to recommend against approval of Fall Town Meeting Article 6. Seconded by Selectman Joyce. Selectmen Askenburg and Joyce in favor, all others opposed.
Motion fails.

Motion: by Selectman Hanson to recommend approval of Fall Town Meeting Article 6.
Seconded by Selectman Dixon. Selectmen Hanson, Dixon, and Wojtas in favor; Selectmen Askenburg and Joyce opposed. **Motion carries.**

Fall Annual Town Meeting Article 8-Free Cash to Reduce the Property Tax Levy

The Board was divided on whether to support funding for this article, or put all remaining Free Cash into the Town's Stabilization Fund.

Motion: by Selectman Askenburg to recommend approval of Article 8, using \$700,000 from Free Cash to Reduce the Property Tax Levy. Seconded by Selectman Joyce. Selectmen Askenburg and Joyce in favor, all others opposed. **Motion fails.**

Motion: by Selectman Hanson to recommend no Action on Article 8. Seconded by Selectman Dixon. Selectmen Askenburg and Joyce opposed, all others in favor. **Motion carries.**

Fall Annual Town Meeting Article 9-Free Cash to General Stabilization Fund

Motion: by Selectman Askenburg to recommend approval of Article 9-Free Cash to General Stabilization Fund; amount to be determined at Town Meeting. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Financial Policy Sub-Committee Update

Changes were summarized by Selectman Hanson. The most major change will require presentation of a balanced budget for Spring Town Meeting. Mr. Cohen advised that unknown State Aid and growth figures will create challenges that will affect what services are provided to the community.

Motion: by Selectman Askenburg to recommend approval of the Board of Selectmen Statement of Financial Policies, as amended. Seconded by Selectman Joyce. Selectman Dixon opposed, all others in favor. **Motion carries.**

Board of Selectmen Meeting Schedule

A proposed meeting schedule for November and December was provided for review. Board members supported the schedule.

Minutes

Regular Meeting Minutes-June 16, 2014

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of June 16, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of October 6, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Appointments

Motion: by Selectman Askenburg to approve the Town Manager's appointment of Donald Van Dyne to the Center for the Arts Advisory Committee for a term to expire June 30, 2017. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to approve the Town Manager's appointment of Nicholina Bischoff to the Council on Aging for a term to expire June 30, 2017. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to approve the Town Manager's appointment of Wendy Batchelder to the Harmony Park Redesign and Renovation Committee for a term to expire June 30, 2015. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Askenburg:

-Some Municipal Meetings have been posted on the archive.org website as part of the town's video digitalization project. Volunteers to tag the videos are still needed.

-Thanks were given for a great Veterans' Ceremony at Chelmsford Crossing today.

-In recognition of Veteran's Day being celebrated tomorrow, all veterans were thanked for serving the country.

Selectman Joyce:

-Selectman Joyce will be attending tomorrow's Veterans Day service.

-The plaque recognizing Carol Cleven has been installed. Mr. Cohen and Jeff Hardy were thanked for their efforts.

Selectman Hanson:

-It is hoped that many people will attend the Veterans Day ceremony being held on November 11, 2014.

-Office Hours will be held on Thursdays, 5:00-6:00PM, at Panera Bread on Drum Hill Rd.

-Residents were encouraged to visit several Town-related websites: Chelmsford Now, See-Click-Fix, and the CIVIC Committee Facebook page.

Selectman Dixon:

-Thanks were given for all veterans who have served. He is looking forward to tomorrow's Veterans Day Ceremony.

Chairman Wojtas:

-Gail Beaudoin was congratulated on her promotion to lieutenant within the Chelmsford Police Department.

-The LRTA will run a bus to the Pheasant Lane Mall on Saturdays in December and January

-“Sandcastle Girls” is the winning title for the Library's One Book program. The program will kick off at Winterfest on February 8, 2015.

-A Town Line sign has been installed between Chelmsford & Lowell on Drum Hill Rd.

-A dinner will be hosted at the Chelmsford Elks on November 11, 2014 starting at 5:30PM. Veterans can come for free, all others pay \$10.00.

-Regina Jackson was recognized for her efforts as the Town's Veterans Agent.

Press Questions

No one came forward at this time.

Next Regular Meeting: December 1, 2014.

Motion: by Selectman Askenburg to adjourn this meeting at 10:15PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

-Rabies and Microchip Event Flyer

-Center Village Cultural District Art Walk 2015 Presentation

-List of Committee Vacancies

Approved 1/5/2015

- Road Side Vendor Applications
- Memo of November 4, 2014 regarding 5 Drexel Drive
- Supporting documents for proposed precinct location consolidation
- Presentation of Solar Status Report
- Draft Report on Examination of Basic Financial Statements for Year Ended June 30, 2014 presented by Powers and Sullivan
- Supporting documents for NMCOG District Local Technical Assistance VIII Request for Proposals
- Financial reports dated October 23, 2014 regarding the CCA and CCC
- Special Town Meeting Warrant and Fall Town Meeting Warrant presentation
- Financial Policy revisions draft document
- Memo of November 6, 2014 regarding BOS meeting schedule
- Committee applications
- Meeting Minutes



BOARD OF SELECTMEN MEETING AGENDA
November 17, 2014
Senior Center 75 Groton Road
No. Chelmsford, MA 01863
Room B01

1. CALL TO ORDER - 6:30 PM
2. SOLAR ARRAY VIRTUAL NET METERING CONVERSION AND SOLAR ARRAY MAINTENANCE AGREEMENT

RECEIVED

2014 NOV 12 PM 3:08

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Approved 12/1/2014

Town of Chelmsford
Board of Selectmen Minutes
75 Groton Road
Chelmsford, MA 01863

**Meeting MINUTES
November 17, 2014**

RECEIVED

2014 DEC -2 PM 3:48

TOWN OF CHELMSFORD
ONORINE E. HALLNEY
TOWN CLERK

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager
Gary Persichetti, DPW Director

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass.

Chairman Wojtas called the meeting to order at 6:30 PM.

Solar Array Virtual Net Metering Conversion

The Town Manager provided information regarding this proposed conversion. It was noted that maintenance costs for the solar panels and associated equipment will be the same regardless of the type of metering. The proposal will include bidirectional equipment, which would allow the energy to be directed to the respective buildings, instead of the grid, if that change is needed. The Town Manager recommended that a three year contract be executed, which will provide sufficient funds to implement this system.

Motion: by Selectman Joyce to authorize the Town Manager to enter into a three year agreement to implement the Solar Array Virtual Net Metering Conversion system as presented. Seconded by Selectman Hanson. **Motion carries, 4-1, with Selectman Askenburg opposed.**

Adjourn

Motion: by Selectman Askenburg to adjourn at 6:50PM. Seconded by Selectman Joyce.
Motion carries, unanimous.

Reference Document:
Solar array virtual net metering document



BOARD OF SELECTMEN MEETING AGENDA
November 20, 2014
Senior Center
75 Groton Road, No. Chelmsford

1. VACATE FORECLOSURE 138 TYNGSBORO RD., U3-12

2. EXECUTIVE SESSION - LITIGATION UPDATE

1. Harvey III v. Chelmsford Planning Board, et al.
2. Mazurczyk v. Chief of Police of the Town of Chelmsford
3. Town of Chelmsford Board of Selectmen v. Vaccaro, et al.
4. Town of Chelmsford v. Russell, et al.
5. Town of Chelmsford v. Vavala d/b/a Traveling Rhino
6. Van Liew v. Eliopoulos v. Hands-On Technology Transfer Inc.
Philip Eliopoulos v. Hands-On Technology Transfer, Inc.
7. Van Liew v. Roy W. Earley
8. Couture v Town of Chelmsford
9. NEPBA, Local 20 and Town of Chelmsford and
Lodge 110/JLMC FOP and Town of Chelmsford
10. Altid Enterprises, LLC v. Chelmsford Conservation Commission
11. Avila, et al. v. Town of Chelmsford
12. Burdo v. Chelmsford Zoning Board of Appeals
13. Debeaucourt v. Chelmsford Zoning Board of Appeals
14. Diodati, et al. v. Town of Chelmsford, et al.
15. Kelly v. Town of Chelmsford (VI)
16. Shyjan, et al. v. Town of Chelmsford, et al.
17. Town of Chelmsford v. McDonough
18. Local 1839 and Town of Chelmsford Fire Union ULP/Kivlan
19. Local 1839 and Town of Chelmsford
(Gr. Boudreau, Brothers, Prak – Discipline/EMT Certification)
20. Local 1839 and Town of Chelmsford
Fire Union ULP/Transfer of Bargaining Unit Work
21. Mitri v. Chelmsford Zoning Board of Appeals
22. NEPBA, Local 20 and Town of Chelmsford
(Gr. Class Action – Overtime)
23. Parlee v. Chelmsford Planning Board
24. Princeton Ridge Condominium v. H&R Block Bank and Town of Chelmsford
25. Town of Chelmsford v. MacLauchlan Machine
26. Town of Chelmsford v. Spirit Wings, LLC d/b/a Curves for Women
27. Van Liew v. Town of Chelmsford Board of Selectmen, et al.

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

2014 NOV 18 PM 4:49

RECEIVED

Approved 12/1/2014

Town of Chelmsford
Board of Selectmen Minutes
75 Groton Road
Chelmsford, MA 01863

**Meeting MINUTES
November 20, 2014**

RECEIVED
2014 DEC -2 PM 3:48
TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice-Chairman
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager
John Sousa, Town Treasurer

Absent:

Robert Joyce, Clerk

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass.

Chairman Wojtas called the meeting to order at 6:30 PM.

Vacate Foreclosure – 138 Tyngsboro Road

The Town Treasurer reported on the status of this property, including the fact that the property owner has submitted full payment for back taxes and associated penalties and fees. He is requesting that the foreclosure be vacated.

Motion: by Selectman Askenburg to vacate the final judgment covering the tax taking made against William M. Kelliher for unpaid taxes covering property at 138 Tyngsboro Road, Unit 3-12, North Chelmsford, upon payment of all taxes, interest, and charges due as provided under MGL 60:69. Seconded by Selectman Dixon. **Motion carries, unanimous.**

Adjourn

Motion: by Selectman Askenburg at 6:45PM, to adjourn to Executive Session, not to return to Open Session, for the purpose of discussion of on-going litigation. Seconded by Selectman Dixon.

Roll call:

Selectman Dixon: Aye
Selectmen Hanson: Aye
Selectman Askenburg: Aye
Chairman Wojtas: Aye

Reference Document:

Email from John Sousa regarding vacating foreclosure at 138 Tyngsboro Road

1917
1918



BOARD OF SELECTMEN MEETING AGENDA
December 1, 2014

Town Offices, 50 Billerica Road
Chelmsford, MA 01824
Dennis Ready Meeting Room 204

RECEIVED

2014 NOV 26 AM 10: 53

**TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK**

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Holiday Prelude – December 7, from 4 - 6 PM
- Public Input Session - December 8, at 7 PM at the Senior Center
- Debra Levine - Chelmsford Women of Today, Muffins with Santa 12/13
- Deadline for Submission of Citizen Petition Warrant Articles for 2015 Spring Annual Town Meeting – Monday, January 5 at 4 PM

Documents: **HOLIDAY PRELUDE FLYER.PDF, MUFFINS WITH SANTA FLYER 2014.PDF, CLOSEWARRANT.PDF**

3. OPEN SESSION

4. COMMITTEE VACANCIES

Documents: **COMMITTEE VACANCIES.PDF**

5. PUBLIC HEARINGS

- National Grid Pole Petition: Littleton Road
- Joint Pole Petition: Littleton Road
- Tax Classification Hearing

Documents: **POLE PETITIONS-LITTLETON RD.PDF, TAX_CLASSIFICATION_AD-11-13-2014.PDF**

6. LICENSES

- One Day Beer & Wine License 12/11, Parker Middle School, Susan Loiselle, Center for the Arts
- One Day Beer & Wine License 12/6, Susan Julian Gates, Center for the Arts
- Extension of Hours Hong & Kong Restaurant, 32 Alpine Lane - 12/24, 12/25, 12/31

7. REPORTS & PRESENTATIONS

- Board of Assessors – Discussion of Overlay Account for Abatements
- Finance Director John Sousa – Bond Refunding Opportunity

Documents: **JOHN SOUSA-REFUNDING.PDF**

8. DECISION REGARDING TOWN CLERK'S PROPOSAL TO CONSOLIDATE POLLING LOCATIONS

9. TOWN MANAGER REPORTS

01-255

01-255

01-255



- Glenview Sand & Gravel

Documents: GLENVIEWCAD_APV2014_NOV_21.PDF,
GLNVWCAD_RTCATTACHMENTS2014_NOV_21 (2).PDF

10. COMMITTEE ANNOUNCEMENTS

- 101 Mill Road Committee
- 7 North Road Committee

Documents: 101_MILL_ROAD_COMMITTEE.PDF,
7_NORTH_ROAD_COMMITTEE.PDF

11. MINUTES

- Regular Meeting Minutes: June 30, 2014
- Regular Meeting Minutes: July 28, 2014
- Regular Meeting Minutes: October 27, 2014
- Tr-Board Meeting Minutes: November 3, 2014
- Regular Meeting Minutes: November 17, 2014
- Regular Meeting Minutes: November 20, 2014
- Executive Session Minutes: November 20, 2014

Documents: 6-30-14 BOS MINUTES.1.PDF, 7-28-14 BOS MINUTES.1.PDF, 10-27-14
BOS MINUTES 1.PDF, 11-3-14 TRI-BOARD MINUTES.PDF, 11-17-14 BOS
MINUTES_DRAFT.PDF, 11-20-14 BOS MINUTES_DRAFT.PDF

12. SELECTMEN LIAISON REPORTS & REFERRALS

13. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: December 15, 2014

RECEIVED

2014 NOV 26 AM 10: 53

TOWN OF CHELSEA
ONORINA Z. MALONEY
TOWN CLERK

Approved 1/5/2015

Town of Chelmsford
Board of Selectmen Minutes
50 Billerica Rd., Room 204
Chelmsford, MA 01824

RECEIVED

2015 JAN 16 AM 9:44

TOWN OF CHELMSFORD
ONORINA Z. MALONEY
TOWN CLERK

**Regular Meeting MINUTES
December 1, 2014**

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice Chairman
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the meeting to order at 7:00 PM. Alana Melanson of the Lowell Sun newspaper indicated that she was also recording this meeting.

Public Service Announcements

Holiday Prelude-December 7, 2014 from 4:00-6:00PM

Selectman Hanson read a list of planned activities for this event into the record. Everyone is invited to attend this free annual event.

Public Input Session-December 8, 2014, at 7:00PM at the Senior Center

Chairman Wojtas invited the general public to attend this open session.

Debra Levine-Chelmsford Women of Today, Muffins with Santa December 13, 2014

Ms. Levine invited the public to this fundraising event, and to request support of a collection for Troops they are coordinating. The group is actively recruiting members.

Deadline for Submission of Citizen Petition Warrant Articles for 2015 Spring Annual Town Meeting-Monday, January 5, 2015 at 4:00PM

Chairman Wojtas reminded the public of this deadline.

Open Session

Laurie Myers, 7 Pine Hill Ave., voiced her support for the proposal to consolidate polling locations.

Town Clerk Onorina Maloney read a letter of support from Fire Chief Michael Curran into the record, also supporting the proposal to consolidate polling locations.

Mary Donovan, Tanglewood Dr., provided the Board with information regarding the historic significance of the Fire Station at 7 North Rd.

Committee Vacancies

Selectman Askenburg read the list of current vacancies. Interested applicants can apply online at <http://www.townofchelmsford.us> or through the Town Manager's office.

Approved 1/5/2015

Public Hearings

National Grid Pole Petition: Littleton Rd.

Joint Pole Petition: Littleton Rd.

Discussion tabled as the representative from Verizon was not present yet.

Licenses

One Day Beer and Wine License-December 11, 2014, Parker Middle School, Susan Loiselle, CCA

Therese Koehane explained the event is a Parker School staff party. TIPS Certification will be presented prior to the event.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License for Susan Loiselle on December 11, 2014 for the hours of 5:00PM-10:00PM, to be exercised on the premises at 1A North Rd., pending receipt of TIPS Certification. Seconded by Selectman Joyce.
Motion carries, unanimous.

One Day Beer and Wine License, December 6, 2014, Susan Julian Gates, CCA

Susan Gates announced the event is for 2 performances of this year's Chelmsford Party Pops concert. TIPS certification is on file.

Motion: by Selectman Askenburg to approve a One Day Beer and Wine License to the Chelmsford Center for the Arts on December 6, 2014 for the hours of 2:00PM-4:00PM and 7:00PM-9:00PM, to be exercised on the premises at 1A North Rd. Seconded by Selectman Joyce.
Motion carries, unanimous.

Extension of Hours Hong & Kong Restaurant, 32 alpine Lane-December 24, 2014, December 25, 2014 and December 31, 2014.

Corinne Eng requested this extension of hours for three holiday evenings. This has been approved in prior years with no incidents.

Motion: by Selectman Askenburg to approve an extension of hours to a 2:00AM closing for Hong and Kong Restaurant for the following dates: December 24, 25, and 31, 2014 to be exercised on the premises at 32 Alpine Lane. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Reports and Presentations

Board of Assessors-Discussion of Overlay Account for Abatements

Chief Assessor Frank Reen went through a presentation to describe the Overlay Reserve and Surplus Accounts. He described where the money comes from, provided examples of outstanding tax cases, and provided information regarding balances held in other communities as well as a five year average of overlay balances. The parameters of the Senior Work Program were also described.

Finance Director John Sousa-Bond Refunding Opportunity

Mr. Sousa explained the request is being made to take advantage of lower interest rates. The bonds to be refunded are for pre-2005 phases of the Sewer Construction project and for the Police Station construction project. These bonds will still be retired in FY2022. The sale is scheduled for January 13, 2015.

Public Hearings

National Grid Pole Petition: Littleton Rd.

Approved 1/5/2015

Verizon is requesting permission to place one utility pole on Littleton Rd. to service the Hillside Gardens apartment development on Littleton Rd. National Grid is requesting permission to run conduit from the pole to the development site.

Audience comments:

Atty. Brian Sullivan was present to represent Nancy Chen, who owns the plaza at 313 Littleton Rd. Ms. Chen does not want the pole situated in any way that obstructs the view of the sign for her plaza, or interferes with her frontage in any way. She believes this extra pole is unnecessary, and will obstruct the view of her property.

Mr. Boucher of National Grid agreed to obtain more information on what services are on Pole 88. Engineers will be asked to consider a different location for the pole.

Mr. Cohen advised that parts of Rt. 110 are State maintained, and the applicant may need state approval for the pole.

Motion: by Selectman Askenburg to continue the Public Hearing for the Littleton Rd. Pole Petition to December 15, 2014 at 7:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Joint Pole Petition: Littleton Rd.

Joe Gleason spoke on behalf of Verizon to explain the pole will not encroach on anyone else's property. This hearing is being requested in conjunction with the previous request.

Motion: by Selectman Askenburg to continue the Public Hearing for a Joint Pole Petition for Littleton Rd. to December 15, 2014 at 7:00PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Tax Classification Hearing

Sam Chase, Board of Assessors Chairman, explained the purpose of this annual hearing is to determine whether to have a single or split tax rate for business and residential tax payers. State law requires the Board of Selectmen to make this decision. The Board of Assessors holds no opinion on the decision.

Over the past year, 66 residential abatement requests were reviewed and 43 were granted. On the commercial side, 37 requests for abatements were received, and 22 were granted. Fourteen cases are still pending for 2014.

The formula for determining the rates was described. Frank Reen provided explanations for evaluation requirements, exemptions, abatements, compliance, sales samples, impacts of split tax rates, community comparisons, and a 15 year listing of average tax bills. It is anticipated that the average tax bill will increase \$210.00 this year, if a single tax rate is maintained.

No comments were received from the audience.

Chairman Wojtas proposed waiving the normal 2 week waiting period so that property tax bills can go out on time.

Motion: by Selectman Askenburg to waiving the normal 2 week waiting period so that property tax bills can go out on time. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to Close the Annual Tax Classification Hearing. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Motion: by Selectman Askenburg to adopt a single tax rate for FY2015 and to continue exemptions and abatements as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Decision Regarding Town Clerk's Proposal to Consolidate Polling Locations

Mrs. Maloney was present for questions.

Selectman Hanson feels Early Voting options will alleviate much of the burden of consolidation. Selectman Joyce stated he would have preferred one polling location, but will support two. Selectman Askenburg supported the proposal as the new locations will make it easier for seniors, and safer for elementary school children. Mrs. Maloney explained the proposal is a work in progress, and she is open to any suggestions.

Motion: by Selectman Askenburg that the Board of Selectmen authorize consolidation of Chelmsford's polling places from 5 locations to 2 locations at the Chelmsford Senior Center and McCarthy Middle School beginning with the April 2015 Election. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Town Manager Reports

Glenview Sand and Gravel

The final decision from DEP was received, which grants approval to Charter Environmental for the landfill capping. The travel route for trucks has been confirmed. A public meeting will be scheduled.

Other Reports

The new Fire Department Headquarters are almost ready for occupancy. A ribbon cutting and Open House event is scheduled for December 13, 2014 from 2:00PM-4:00PM. The new ladder truck and fire engine should also be there for the event. There will still be hot cocoa available at the old Fire Station for this year's Holiday Prelude.

Proposals for the relocation of the Dutton House are due by December 3, 2014 at 11:00AM.

Committee Announcements

101 Mill Rd. Committee

7 North Rd. Committee

Committee charges were read into the record. Applications are due by December 30, 2014, and the committee members will be appointed at the January 5, 2015 meeting.

Meeting Minutes

Regular Meeting Minutes-June 30, 2014

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of June 30, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Regular Meeting Minutes-July 28, 2014

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of July 28, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Approved 1/5/2015

Regular Meeting Minutes-October 27, 2014

Motion: by Selectman Askenburg to approve the Regular Meeting Minutes of October 27, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Tri-Board Meeting Minutes-November 3, 2014

Motion: by Selectman Askenburg to approve the Tri-Board Meeting Minutes of November 3, 2014, as presented. Seconded by Selectman Joyce. Selectman Dixon abstained, all others in favor. **Motion carries.**

Meeting Minutes-November 17, 2014

Motion: by Selectman Askenburg to approve the Meeting Minutes of November 17, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Meeting Minutes-November 20, 2014

Motion: by Selectman Askenburg to approve the Meeting Minutes of November 20, 2014, as presented. Seconded by Selectman Hanson. Selectman Joyce abstained, all others in favor. **Motion carries.**

Executive Session Meeting Minutes-November 20, 2014

Motion: by Selectman Askenburg to approve but not release the Executive Session Meeting Minutes of November 20, 2014, as presented. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Selectmen Liaison Reports and Referrals

Selectman Dixon:

-Kronos was congratulated on being named as the "Best Place to Work" in Mass.

Selectman Askenburg:

-The Town Manager was asked to provide details about how sidewalk cleaning is done around Town after a snowstorm. Mr. Cohen explained it generally takes 2 plows 3-4 days to clear the 29 miles of sidewalks in Town. 5.5 miles in School zones are done first, and then 10 miles around Central and Vinal Squares, and the remaining 11 miles are done after that. Chelmsford St. is a state maintained road, and the State does not clear sidewalks. Town personnel get to it when they can.

-A draft of the School Department's FY2016 budget calendar will be presented to the School committee at their meeting on Tuesday, December 2, 2014. They will also discuss school maintenance, the academic calendar, and the superintendent's goals.

-Parker Middle School students collected \$900.00 and many boxes of food for Thanksgiving for the Food Pantry.

-Agenda items for this Thursday's Finance Committee meeting were listed.

-The Capital Planning Committee will meet this Friday at 7:00AM. A list of items they will consider was read into the record.

Selectman Joyce:

-Mr. Cohen was congratulated for his appointment to the Nashoba OPEB Trust Committee.

Approved 1/5/2015

- Selectman Joyce requested that the "Town Hall" sign be re-hung on the Old Town Hall Building, so it looks like the North Town Hall Building.
- Selectman Joyce explained the reasoning behind the request at Town Meeting to return \$700,000.00 to the tax levy was an attempt at providing resident requested tax relief.

Selectman Hanson:

- The Board was asked to think about legislative priorities, as a meeting with the legislators will be coming.
- Selectman Hanson was encouraged by the opening of the new Fire Station Headquarters, and about the rollout of consolidated polling.
- Office hours will be held on Thursday, at Drum Hill Panera from 5:00-6:00PM.

Chairman Wojtas:

- The Legislative delegation will be invited to the Board meeting on December 15, 2014.
- Daniel Tubridy was congratulated on achieving his Eagle Scout status. His project was to convert a boat house at the Millstream on Mill Rd. into a meeting room.
- Posters on how to increase recycling will be sponsored by the Recycling Committee.
- Robert Sullivan will be speaking at the Library on December 6, 2014 at 2:00PM to talk about his books about Santa.

Press Questions

No one came forward at this time.

Next Regular Meeting: December 15, 2014.

Motion: by Selectman Askenburg to adjourn this meeting at 8:58PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary

List of Reference Documents:

- Holiday Prelude Flyer
- Muffins with Santa Flyer
- Spring 2015 Annual Town Meeting Legal Notice
- List of Committee Vacancies
- One Day License applications
- Supporting documents for Hong and Kong Restaurant
- Presentation-Review of Overlay Reserve Exposure and Surplus
- Memo of November 25, 2014 regarding Refunding Opportunity
- Supporting documents for Littleton Rd. Pole Petitions
- Presentation: Annual Tax Classification Hearing
- Supporting Document for Polling Places
- Final decision document regarding Glenview Sand and Gravel
- Mission statements for new Committees
- Meeting Minutes



BOARD OF SELECTMEN MEETING AGENDA
December 8, 2014
Senior Center, 75 Groton Road
No. Chelmsford, MA 01863

1. 7:00 P.M. CALL TO ORDER: NOTIFICATION OF BROADCAST BY CTM
2. OPEN SESSION

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TOWN OF CHELMSFORD
ONORAH Z. MALONEY
TOWN CLERK

10/20/2007 10:10 AM

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Approved 1/5/2015

Town of Chelmsford
Board of Selectmen Minutes
Senior Center
75 Groton Road

North Chelmsford, Ma 01863

**Public Input Session MINUTES
December 8, 2014**

Attending:

Patricia Wojtas, Chairman
Janet Askenburg, Vice Chair
Robert Joyce, Clerk
Matthew Hanson, Selectman
George Dixon, Jr., Selectman

Paul Cohen, Town Manager

This meeting was video recorded by Chelmsford Telemedia.

Chairman Wojtas called the session to order at 7:00PM.

Public Input Forum

Speakers were requested to provide their name and address for the record.

Audience Comments:

Police Chief James Spinney summarized an action plan for alleviating traffic concerns surrounding the consolidated polling location proposal. Police will direct traffic on North Rd., and other adjustments will be made as needed. Selectman Joyce asked if parking for staff at McCarthy Middle School could be adjusted on voting days when school is in session, so that voters can have access to the closest parking spaces.

Tom Gilroy, Temi Rd., asked Chief Spinney how many officers would be required for polling under the new consolidated proposal as compared to the current configuration. Chief Spinney explained that 15 officers are present under the current system, after consolidation nine officers will be used. Mr. Gilroy asked what expected parking demands would be at peak voting times. Thad Soule of the Town Clerk's Office estimated that an election with 50% turnout would generate between 9,000 and 11,000 vehicles for an estimated need for 250 parking spots.

Dee Miller, Cottage Row, advised the Board that the Senior Center has popular Bingo games on Tuesdays, and that will affect available parking on election days.

Mary Donovan, Tanglewood Drive, arrived at this time and was invited to speak. She asked how she could obtain an itemized copy of the town's budget document, and she was directed to go to the Town Offices.

Chairman Wojtas reminded the public that applications were being accepted for the 7 North Road Committee (location of the current Fire Station) and the 101 Mill Rd. Committee through December 30, 2014. These Committees will be appointed at the Board's January 5, 2015 meeting.

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ONORINA Z. MALONEY
TOWN CLERK

Approved 1/5/2015

Selectman Hanson encouraged residents to participate in this week's Salvation Army Radio-thon, and provided contact information.

Fire Chief Curran invited the public to attend the Open House and Ribbon Cutting Ceremony being held at the new Center Fire Station on December 13, 2014 from 2:00-4:00PM.

There being no further questions, the Public Input Session was ended, and attendees were thanked for coming.

Motion: by Selectman Askenburg to adjourn this meeting at 7:12PM. Seconded by Selectman Joyce. **Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,
Recording Secretary



BOARD OF SELECTMEN MEETING AGENDA

December 15, 2014

Town Offices, 50 Billerica Road

Chelmsford, MA 01824

Dennis Ready Meeting Room 204

1. 7:00 P.M. CALL TO ORDER - NOTIFICATION OF LIVE BROADCAST

2. PUBLIC SERVICE ANNOUNCEMENTS

- Recognition of Kronos and Axis Communications as Boston Globe's Top companies to work for in Massachusetts
- Deadline for Submission of Citizen Petition Warrant Articles for 2015 Spring Annual Town Meeting - Monday, January 5, at 4 PM

Documents: KRONOS-CORPORATE_RECOGNITION.PDF, AXIS-CORPORATE_RECOGNITION.PDF, CLOSEWARRANT.PDF

3. OPEN SESSION

4. COMMITTEE VACANCIES

Documents: COMMITTEE VACANCIES.PDF

5. PUBLIC HEARINGS

- Continuation of National Grid Underground Conduit Petition: Littleton Road
- Continuation of Verizon Pole Petition: Littleton Road

Documents: EMAILS-POLE PETITIONS-LITTLETON RD.PDF, POLE PETITIONS-LITTLETON RD.PDF

6. LICENSES

- One Day Beer & Wine License: Saint John the Evangelist, 12/21/2014
- Change of Manager: Take Two One Ten Grill, 116 Chelmsford St from Daniel Smathers to Ryan Dion
- New Beer & Wine License: Bill Pappas Golf School, 70 Princeton St.
- Annual License Renewals

Documents: 1 DAY ST. JOHN EVANGELIST .PDF, CHANGE OF MANAGER 110 GRILL.PDF, BEER AND WINE APPLICATION PAPPAS.PDF, 2015 LICENSE RENEWAL MOTIONS.PDF

7. REPORTS & PRESENTATIONS

- Tricia Dzuris: Report on SeeClickFix, citizen request tracker program
- John Sousa: Vacate Foreclosure Judgement for 91 Concord Road
- Deb Siriani: Senior Tax Rebate Program

Documents: SEECLICKFIX_DASHBOARD.PDF, SEECLICKFIX_REPORT-6MTHS-12-11-2014.PDF, MOTION TO VACATE FORECLOSURE.PDF, SENIOR TAX WORKER PROGRAM PRESENTATION 2014.PDF, SENIOR PROPERTY TAX PROGRAM LAW.PDF

TOWN OF CHELMSFORD
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8. BOARD COMMENTS ON EPA STORMWATER MANAGEMENT REGULATIONS

Documents: MS4_COMMENT_LETTER_2014.PDF

9. CORRESPONDANCE

Documents: CHELMSFORD TOWN LETTER ROW 1231.PDF

10. TOWN MANAGER REPORTS

- Town Office Holiday Hours
- Status Report on BOS/Town Manager Goals
- Capital Planning Committee Recommendations
- Dutton House Demolition/Relocation
- Status of Fall Town Meeting Action Items:
 - Demolition of Center Fire Station;
 - Home Rule Petition – CCA & CCC Liquor Licenses;
 - Acquisition of 101 Mill Road;
 - Brownfields Site at 27 Katrina Road

Documents: GOALS STATUS REPORT - DECEMBER 2014.PDF, DOR
RECOMMENDATIONS.PDF, MEMO DOR RECOMM STATUS UPDATE 12 9 14.PDF

11. SELECTMEN LIAISON REPORTS & REFERRALS

12. PRESS QUESTIONS

NEXT REGULAR MEETING DATE: January 5, 2015

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